insightsoftware

Administration and Configuration User Guide

Real Estate Manager

Version 26.2

Document Information

Notices

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This guide is designed to help you to use the Real Estate Manager applications effectively and efficiently. All data shown in graphics are provided as examples only. The example companies and calculations herein are fictitious. No association with any real company or organization is intended or should be inferred.

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Introduction

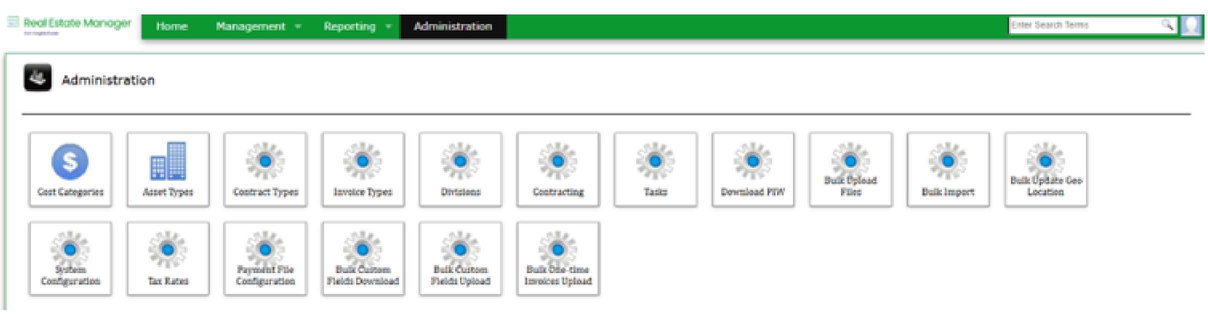
The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data such as cost centers and budgets. You may also then use the Real Estate Portfolio Intake Workbook (REPIW). You may continue to configure your data as your real estate portfolio changes by adding new data structures and removing others. The data that you configure in the Administration workspace is referred to as Master Data because it is available throughout REM.

About Master Data

Master Data is the set of data fields that you define and group under various data structures. For example, in Real Estate Manager you can define different types of invoices and associate specific data fields with each type of invoice. Master Data is unique to each client and must be defined prior to using Real Estate Manager. After the initial set up, Master Data can be edited, new Master Data can be added, and existing Master Data can be deleted. Master Data provides a consistent data structure across your portfolio while allowing for differences among different assets. Master Data makes managing your portfolio easier and more efficient.

Administration Workspace

The Administration workspace allows you to create and manage your Master Data in the system. To access the Administration workspace, from the Top NavBar, click Administration.



The Administration workspace tiles provide access to functions used to configure the Master Data as listed in the following table.

Management Tiles	Description
Cost Categories	Data related to any payable or receivable associated with an asset.
Asset Types	Organizes assets into categories that group different types of assets.
Contract Types	Organizes contracts or agreements into groups that have similar characteristics.
Invoice Types	Organizes invoices (either payable or receivable) into groups.

Management Tiles	Description
Divisions	Defines your business structure along with the associated accounting codes.
Contracting	Defines the types contractors and any related certifications.
Tasks	Links users with tasks for Assets.
Bulk Import	Imports contract files in bulk.
Bulk One-time Invoices Upload	Uploads one-time payable invoices in bulk.

Cost Categories

A Cost Category is the type of cost associated with managing or leasing an asset. For example, a Cost Category can be a receivable for a lease payment from a lessee or a payable for utilities for the leased space. One asset can have multiple Cost Categories related to receivable and payables. One default Cost Category, Rent, is provided with Real Estate Manager.

Note: Cost Categories must be defined before a contract can be entered.

The Administration Workspace and Master Data

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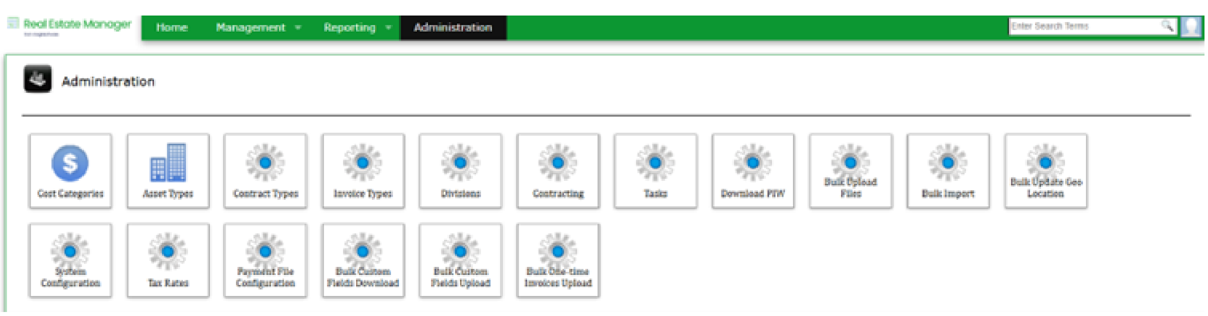

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Cost Category Workspace

The Cost Categories workspace includes two tabs as described in the table below. The data fields for both tabs are identical.

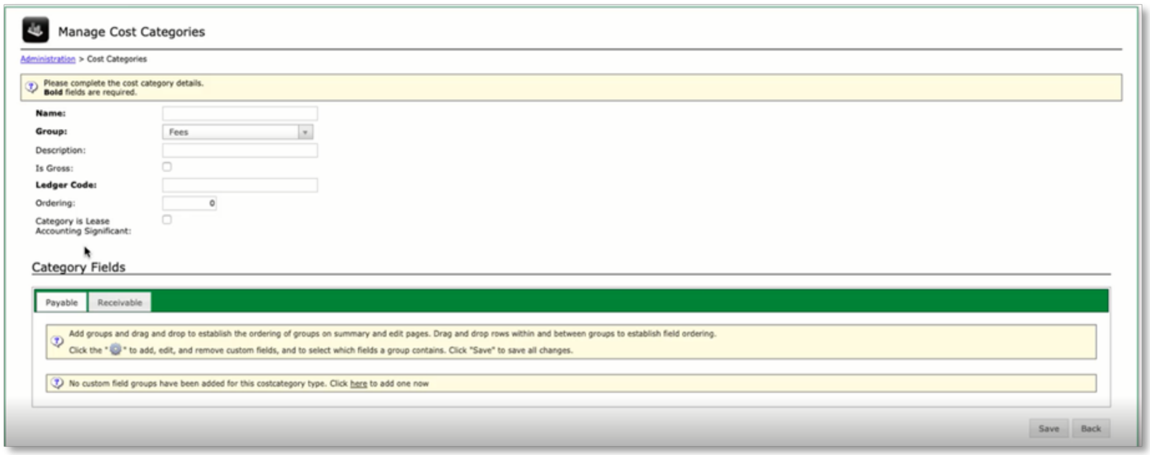
Cost Categories Tab	Description
Payable	Costs that you pay.
Receivable	Costs for which you receive payment.

Adding a Cost Category and Custom Field Group

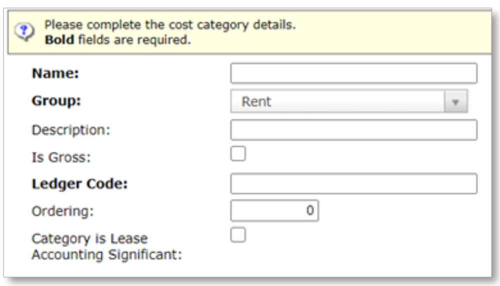
1. From the Top NavBar, select **Administration**. The Administration workspace opens.
2. Click the **Cost Categories** tile and the workspace opens.

3. Select the appropriate tab:
   a. **Payable** – Cost Categories that you pay.
   b. **Receivable** – Cost Categories for which you receive payment.

> **Note:** Data for the Payable and Receivable tabs are identical.

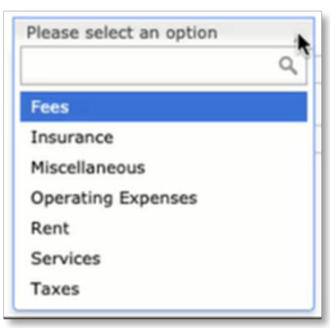


4. In the Name field, enter the name of the Cost Category you are adding.

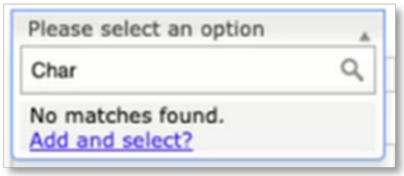


5. From the Group drop-down, select the type of Cost you are adding. Existing Groups display.

> **Note:** You can begin to enter characters for the Group you want to add and the existing Groups that match display for selection.



6. To add a new Group, enter the name of the new Group and click the **Add and select?** link. A new Group is created for the Group name you entered.



7. In the **Description** field, enter information you want to display about the Cost Category.

8. Click the **Is Gross** checkbox to indicate that the costs associated with it are the total amounts and not net of any deductions.

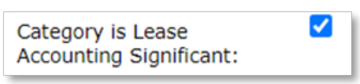
9. In the Ledger Code field, enter an accounting code or enter N/A.

> **Note:** Ledger Code is a required field and must have information entered.

10. In the Ordering field, enter a number that indicates the order in which the Cost Category will display in the list of Cost Categories. If you enter a 1, the Cost Category will display at the top of the list.

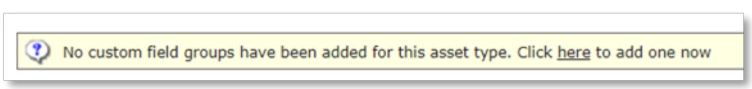
11. The Category is Lease Accounting Significant checkbox is used to indicate whether data associated with a lease is transferred to another system because it meets the accounting criteria for recording the associated asset on the balance sheet.

12. To indicate that the costs for this Cost Category are associated with an asset that must be accounted for under ASC 842 or IFRS 16, click the **Category is Lease Accounting Significant** checkbox.

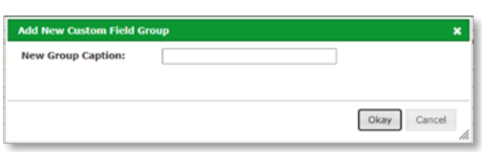


13. Custom fields are organized into Custom Field Groups.

14. To create the first Custom Field Group, click the link **here**.

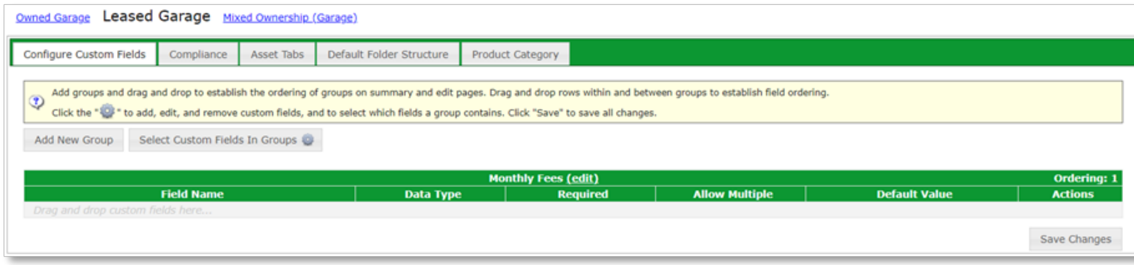


15. In the Add New Custom Field Group pop-up, enter a label for the Custom Field Group in the New Group Caption field.



16. Click **Okay**.

17. After the first Custom Field Group has been added, Add New Group and Select Custom Fields in Groups display to allow you to add more Custom Field Groups or associated Custom Fields with each Custom Field Group.



18. Click **Save Changes**.

19. To create additional Groups, repeat steps 14-18.

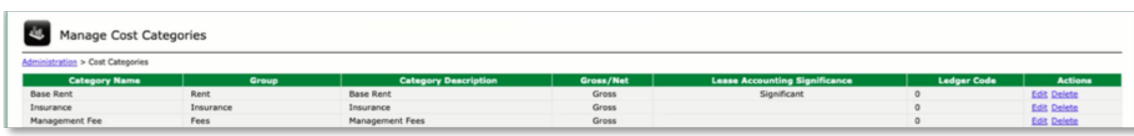
20. After entering data in all relevant fields, click **Save**. The Group displays on the Cost Categories workspace.

Editing a Cost Category

After you create a Cost Category, you can edit any data field associated with it.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the **Cost Categories** Tile. The Cost Categories workspace opens and displays the Cost Categories that you have defined.



3. To edit a Cost Category, click the **Edit** link in the row for the Cost Category you want to edit.

4. Update any fields as necessary.

5. Click **Save**. The updated data is saved.

> **Note:** If you don't want to save your changes, click Back or navigate to another workspace.

Deleting a Cost Category

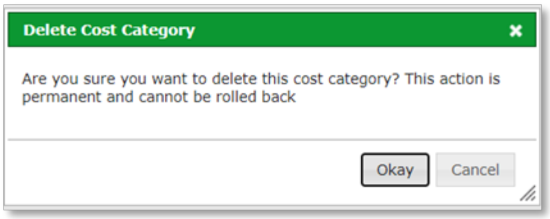
You can also delete a Cost Category except a Cost Category that is bound to contracts, contract reviews, or invoices.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the **Cost Categories** Tile. The Cost Categories workspace opens and displays the Cost Categories that you have defined.

3. To delete a Cost Category, click the **Delete** link. The Delete Cost Category pop-up opens.

> **Note:** You cannot delete a Cost Category that is bound to contracts, contract reviews, or invoices.



4. Click **Okay** to delete the Cost Category. The Cost Category is removed.

Maintaining Asset Types

The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data such as cost centers and budgets. You may also then use the Real Estate Portfolio Intake Workbook (REPIW). You may continue to configure your data as your real estate portfolio changes by adding new data structures and removing others. The data that you configure in the Administration workspace is referred to as Master Data because it is available throughout Real Estate Manager.

Master Data and the Administration Workspace

Introduction

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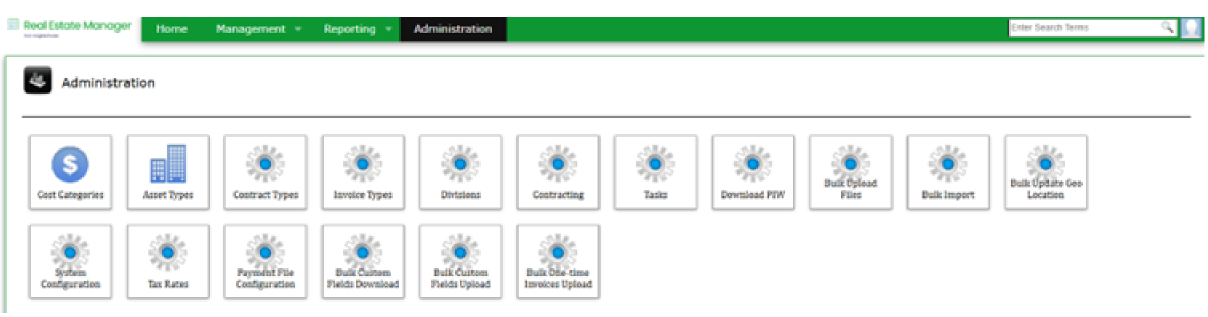

The Administration workspace tiles provide access to functions used to configure the Master Data as listed in the following table.

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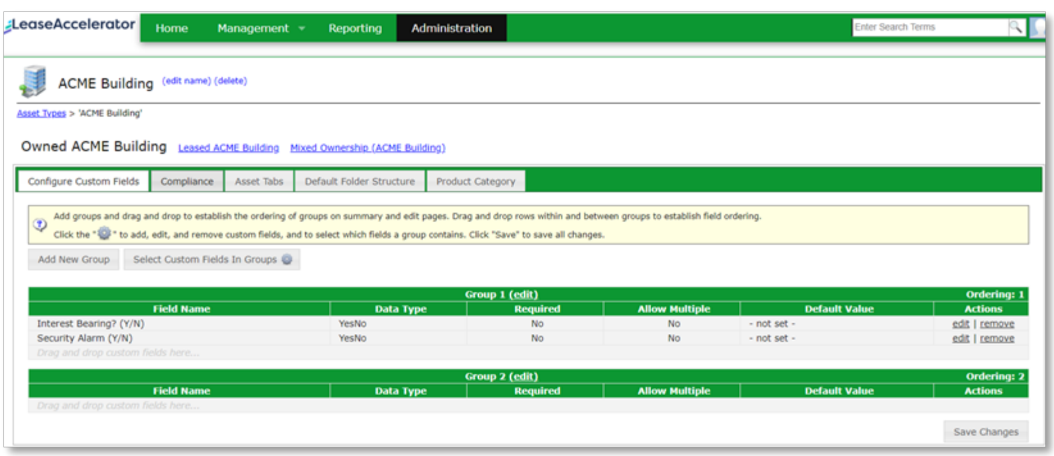
Contracting	Defines the types contractors and any related certifications.
Tasks	Links users with tasks for Assets.
Bulk Import	Imports contract files in bulk.
Bulk One-time Invoices Upload	Uploads one-time payable invoices in bulk.

Note: Each Asset Type is associated with an ownership status: Owned, Leased, or Mixed Ownership. The Asset Type must be configured for each type of ownership if appropriate.

Assets are grouped by type to help you manage your portfolio. Asset Types are managed in the Asset Types workspace and can be added, edited, and deleted. Asset Types can be configured to include selected Custom Fields, required Compliance Items, and the tabs that display for Assets.

Asset Types Workspace

The Asset Types workspace allows you to create and maintain Asset Types within which you can organize assets to organize your portfolio.



Asset Types Tabs	Description
Configure Custom Fields	Associates specific data fields with an Asset Type.

Asset Types Tabs	Description
Compliance	Defines compliance actions and a schedule for completion of the compliance action.
Asset Tabs	Defines the tabs that display for authorized users for the Asset Type.
Default Folder Structure	Sets up a folder structure for documents.
Product Category	Defines product categories (asset classes) that are associated with an Asset Type.

Adding an Asset Type and Custom Field Groups

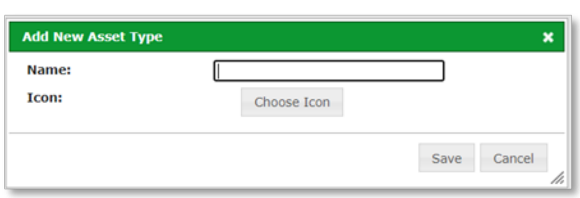
Note: You cannot add Custom Fields to an Asset Type until you create at least one Custom Field Group.

On the Asset Types workspace, the custom fields for the Asset Type are organized into Custom Field Groups you create.

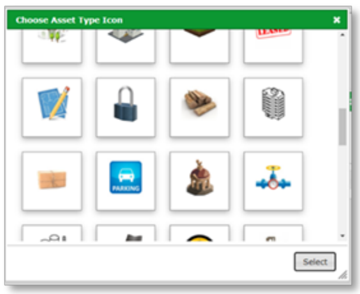
1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Asset Types tile and the workspace opens.

3. Click the Add New tile and the Add New Asset Type pop-up opens.



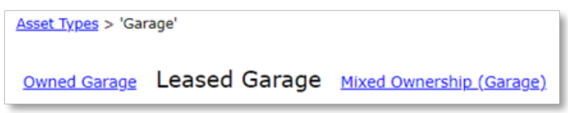
4. In the Name field, enter the name of the Asset Type you are adding.



5. Click **Choose Icon** and from the Choose Asset Type Icon pop-up, select an icon to display on the Asset Types workspace and click **Select**.

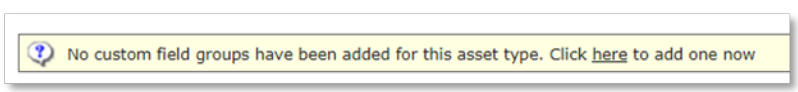
6. From the Add New Asset Type pop-up, click **Save**. The workspace for the new Asset Type opens to allow you to configure the ownership and define Custom Field Groups.

7. All Asset Types are defined based on one of the following three ownership status definitions:
   a. Owned – Asset you own
   b. Leased – Asset you lease
   c. Mixed Ownership – Asset that you partly own and also partly lease



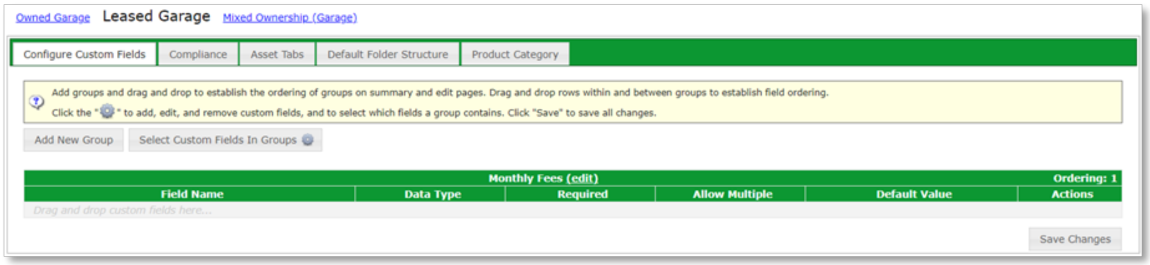
8. To define ownership status, click the Owned, Leased, or Mixed Ownership link as appropriate. The selected ownership status displays in text and not as a link after selection.

9. Custom fields are organized into Custom Field Groups. To create the first custom field Group, click the **here** link.



10. In the Add New Custom Field Group pop-up, enter a label for the Custom Field Group in the New Group Caption field.

11. Click **Okay.**



12. After the first Custom Field Group has been added, the Add New Group and Select Custom Fields in Groups buttons display to allow you to add more Custom Field Groups or associated Custom Fields with each Custom Field Group.

13. Click **Save Changes**.

14. To create additional Groups, repeat steps 12-16.

15. Click **Save Changes**. You can now begin to associate Custom Fields with each Custom Field Group.

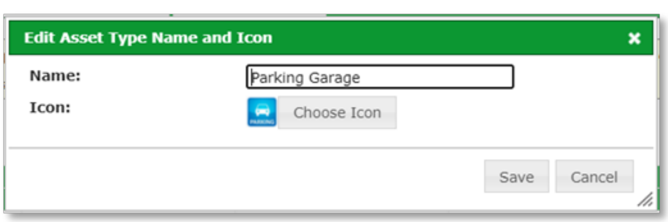
Editing an Asset Type

After an Asset Type is created, you can edit the name of the Asset Type, change the icon for the Asset Type, or delete the Asset Type.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Asset Types tile and then click the tile for the Asset Type you want to rename and the Asset Types workspace opens.

3. Click the edit **name link** next to the Asset Type Group you want to rename.



4. In the Edit Asset Type Name and Icon pop-up, enter a new Asset Type name in the Name field.

5. To select a new icon, click **Choose Icon**.

6. Select a new icon from the Choose Asset Type Icon pop-up.

7. Click **Select**. The new icon displays for the Asset Type.

8. From the Edit Type Asset Name and Icon pop-up, click **Save** to rename or change the icon for the Asset Type.

Deleting an Asset Type with No Asset Assigned to It

> **Note:** An Asset Type that has at least one Asset assigned to it cannot be deleted until the Asset is deleted.

After an Asset Type is created, you can delete it unless there are Assets assigned to the Asset Type. When Assets are assigned to the Asset Type, you must first delete the Asset before you can delete the Asset Type.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

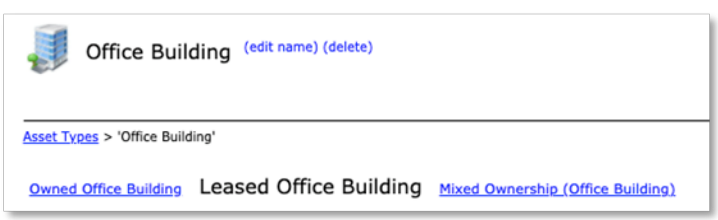
2. Click the Asset Types tile and then click the tile for the Asset Type you want to delete and the Asset Types workspace opens.

3. Click the **delete** link next to the Asset Type Group you want to delete. The Asset Type is deleted along with all associated Custom Data Fields defined.

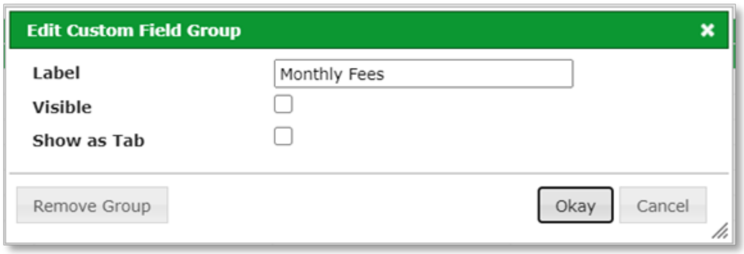
> **Note:** An Asset Type with an Asset assigned to it cannot be deleted without first deleting the assigned asset.

Editing a Custom Fields Group

1. From the Top NavBar, select **Administration**. The Administration workspace opens. Click the Asset Types tile.



2. Click the Asset Type you want to edit and the Asset Types workspace opens. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the **edit** link next to the Custom Field Group you want to edit. The Edit Custom Field Group pop-up opens.

4. In the label field, edit the name of the Custom Field Group.

5. Click the Visible checkbox to display the Custom Field Group on the Asset.

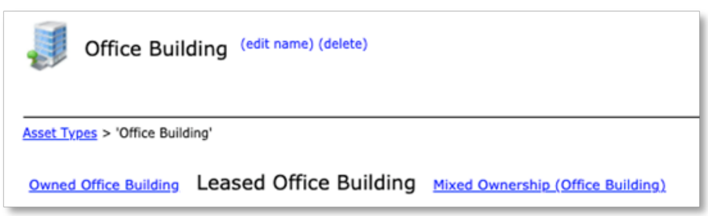
6. Click the Show as Tab checkbox to display the Custom Field Group as a Tab on the Asset.

7. Click **Okay**. The Custom Field Group is updated.

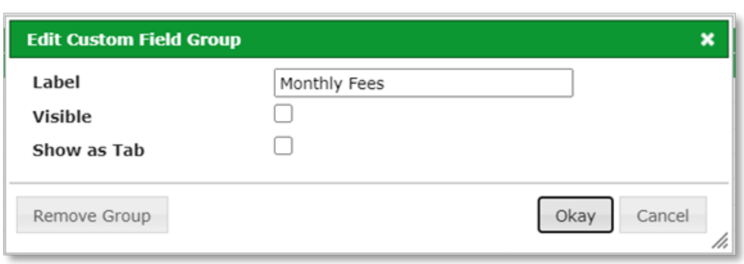
Deleting a Custom Field Group

A Custom Field Group can be deleted. When a Custom Field Group is deleted, all Custom Fields assigned to it are also deleted.

1. From the Top NavBar, select **Administration**. The Administration workspace opens. Click the Asset Types tile.

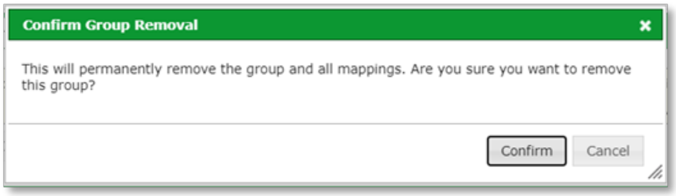


2. Click the Asset Type you want to edit and the Asset Types workspace opens. Click the appropriate Owned, Leased, or Mixed Ownership link



3. Click the **edit** link next to the Custom Field Group you want to delete. The edit Custom Field Group pop-up opens.

4. To delete the Custom Field Group, click **Remove Group**. The Confirm Group Removal pop-up opens.



5. Click **Confirm**. The Custom Field Group is deleted.

Adding Custom Fields to Custom Field Group for an Asset Type

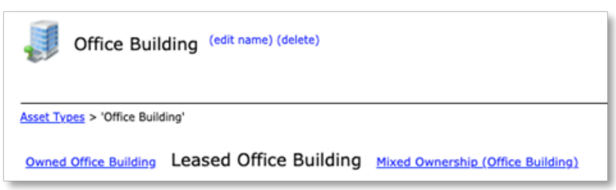
Real Estate Manager provides a set of default Custom Fields that you can associate with an Asset Type.

After an Asset Type is created, Custom Fields must be associated with the Asset Type. Custom Fields define different requirements, activities, or transactions that can be associated with the Asset Type. Custom Fields are organized into Groups you create for each Asset Type.

Click Default Custom Fields for the list of Default Custom Fields.

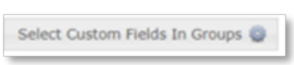
You can also create Custom Fields, which is discussed in the subsequent section. After you create a Custom Field, you can add it to other Custom Field Groups.

1. From the Top NavBar, select Administration. The Administration workspace opens.

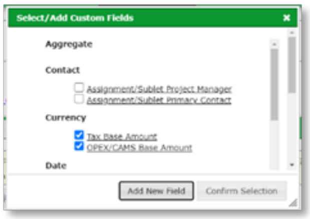


2. Click the Asset Types tile for the Asset Type for which want to add a Custom Field and the Asset Types workspace opens. Click the appropriate Owned, Leased, or Mixed Ownership link.

3. If no Custom Fields have been added, click the **here** link to see the Select/Add Custom Fields pop-up.

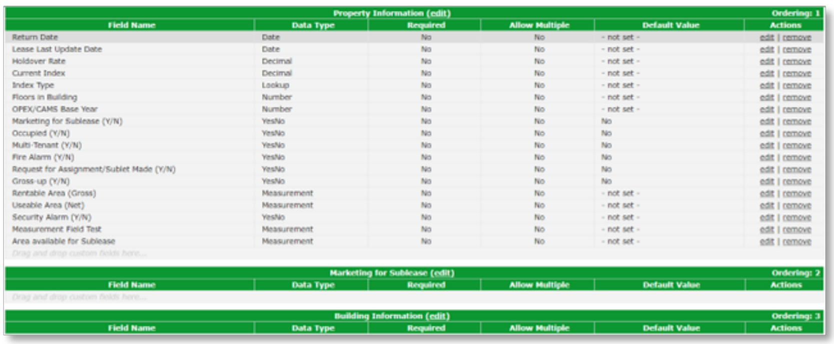


4. If you are adding more Custom Fields, click the **Gear** icon to get the Select/Add Custom Fields pop-up opens.



5. Click the checkbox(es) for the Custom Fields you want to add to a Custom Field Group.

6. Click **Confirm Selection**. The selected Custom Fields display on the Asset Types workspace. All selected Custom Fields automatically display under the first Custom Field Group.



Note: A Custom Field can only be associated with one Custom Field Group.

7. Columns at the top of each Custom Field Group show information about the Custom Fields:
    a. Field Name – label for the field
    b. Data Type – type of information and format for the data
    c. Required – whether the field is required to have at least one value entered
    d. Allow Multiple – whether more than one value is permitted to be entered
    e. Default Value – value that automatically fills the field

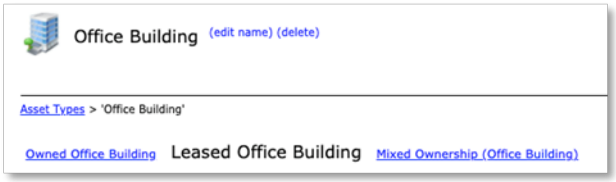
8. To move a Custom Field to another Custom Field Group, drag and drop the Custom Field to the location within the Custom Field Group.

9. To order the Custom Fields within a Custom Field Group, drag and drop a Custom Field within the Custom Field Group.

10. Click **Save Changes** to save the Custom Fields you added to the Asset Type.

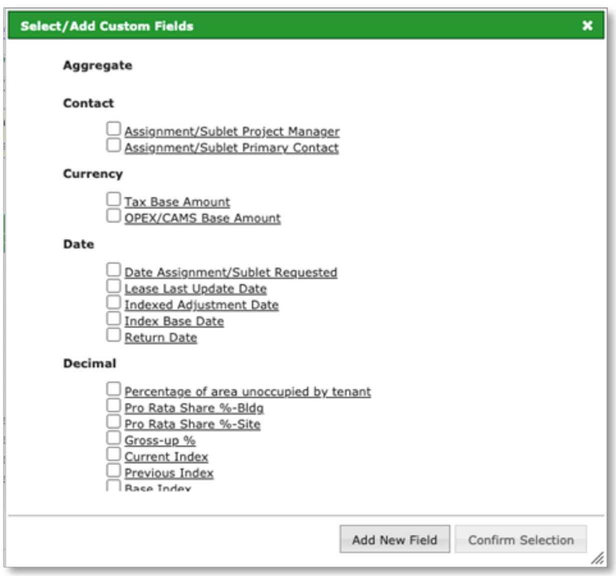
Creating Custom Fields for an Asset Type

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

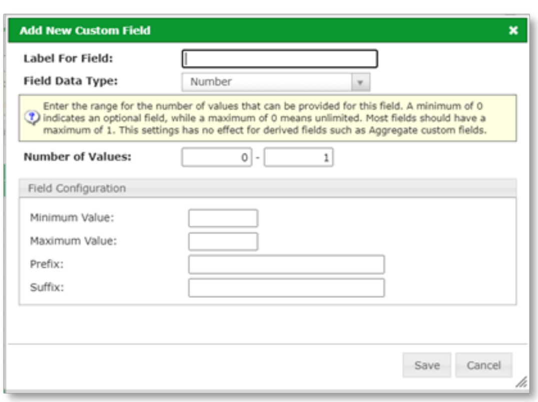


2. Click the Asset Types tile and the Asset Types Workspace opens. Click the Asset Type for which you want to create a new Custom Field and the workspace for the selected Asset Type opens. Click the appropriate Owned, Leased, or Mixed Ownership link.

3. If no Custom Fields have been added, click the **here** link to see the Select/Add Custom Fields pop-up.



4. If you are adding more Custom Fields, click the **Gear** icon to get the Select/Add Custom Fields pop-up opens.



5. In the Select/Add Custom Fields pop-up, click **Add New Field**. The Add New Custom Field pop-up opens.

6. From the Add New Custom Field pop-up, enter a name for the New Custom Field in the Label for Field data field.

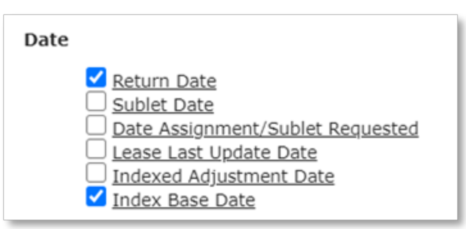
7. From the Field Data Type drop-down, select the type of data to be entered:
   a. Aggregate – combines data at the parent level for all child levels for a specific data field
   b. Contact – information for a person
   c. Currency – type of monetary currency used
   d. Date – date related to a transaction or activity
   e. Decimal – formats numbers that use decimals
   f. Lookup – provides a list of values for selection
   g. Number – numerical characters
   h. Text – alpha/numerical characters
   i. YesNo – binomial response is the only available selection for the field
   j. Measurement – reflects size
   k. Regex – regular expression
   l. MeasurementAggregate – combines measurement data at the parent level for all child levels

8. In the Number of Values field, enter minimum and maximum number of values that can be entered.
   a. A minimum of 0 (zero) indicates that the Custom Field is optional and not a required field. Enter at least 1 to make the Custom Field a required field.
   b. A maximum of 0 (zero) indicates that the number of values is unlimited. Most Custom Fields should have a maximum value of 1.

9. The Field Configuration section defines acceptable values for input. The Field Configuration differs depending on the Field Data Type selected. See in the Appendix that describes each Field Configuration and the options available for each.

10. From the Add New Custom Field pop-up click Save to save the new Custom Field and the configuration settings.

11. Click the checkbox for the new Custom Field that displays in the appropriate section on the Select/Add Custom Fields pop-up.



12. Add a new Custom Field does not automatically associate the Custom Field with the Asset Type. You must click the checkbox for the new Custom Field on the Select/Add Custom Fields pop-up to associate it with the Asset Type.

13. From the Select/Add Custom Fields pop-up, click **Confirm Selection**. The new Custom Field displays on the Asset Type workspace in the first Custom Field Group.

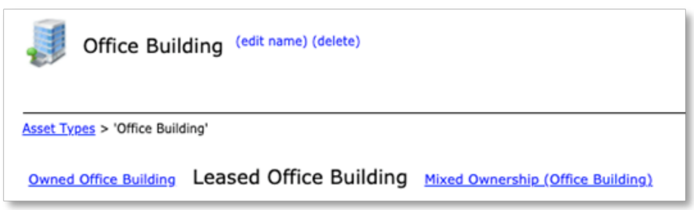
14. To move a Custom Field to another Custom Field Group, drag and drop the Custom Field to the location within the Custom Field Group.

15. To order the Custom Fields within a Custom Field Group, drag and drop a Custom Field within the Custom Field Group.

Editing a Custom Field

After a Custom Field is assigned to a Custom Field Group, you can edit the configuration for the Custom Field and change the default value defined. For example, you can update any of the field configurations for the minimum and maximum values for Currency to expand the range.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.



2. Click the Asset Types tile for the Asset Type for which want to edit a Custom Field and the Asset Types Workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.

Property Information (edit)					Ordering: 1
Field Name	Data Type	Required	Allow Multiple	Default Value	Actions
Return Date	Date	No	No	- not set -	edit | remove
Index Base Date	Date	No	No	- not set -	edit | remove
Holdover Rate	Decimal	No	No	- not set -	edit | remove
Holdover Rate Comments	Text	No	No	- not set -	edit | remove
Current Index	Decimal	No	No	- not set -	edit | remove
Zoning	Lookup	No	No	- not set -	edit | remove

3. Click the **edit** link in the row for the Custom Field you want to edit.

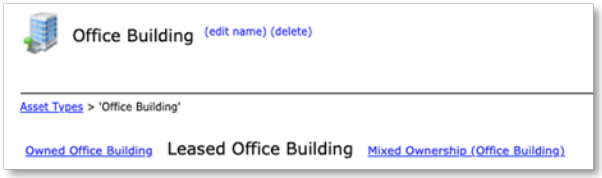
4. In the pop-up, edit the Custom Field as needed.

> **Note:** Each Custom Field has a different configuration. See the Configurations for Custom Fields in the preceding section to see a list of the configuration options for differ.

5. Click **Okay** to save your edits.

Deleting a Custom Field

1. From the Top NavBar, select **Administration**. The Administration workspace opens.



2. Click the **Asset Types** tile for the Asset Type for which want to delete a Custom Field and the Asset Types Workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.

Property Information (edit)					Ordering: 1
Field Name	Data Type	Required	Allow Multiple	Default Value	Actions
Return Date	Date	No	No	- not set -	edit | remove
Index Base Date	Date	No	No	- not set -	edit | remove
Holdover Rate	Decimal	No	No	- not set -	edit | remove
Holdover Rate Comments	Text	No	No	- not set -	edit | remove
Current Index	Decimal	No	No	- not set -	edit | remove
Zoning	Lookup	No	No	- not set -	edit | remove

3. Click the **remove** link in the row for the Custom Field you want to delete. The Custom Field no longer displays.

> **Note:** Deleting a Custom Field that is used on an existing Asset removes the Custom Field and the data for the Custom Field for the Asset.

4. Click **Save Changes** to save the deletion.

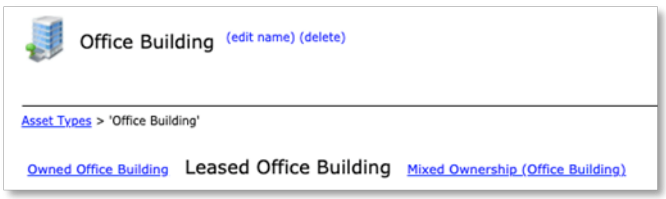
Maintaining Compliance Items for an Asset Type

Adding Compliance Items

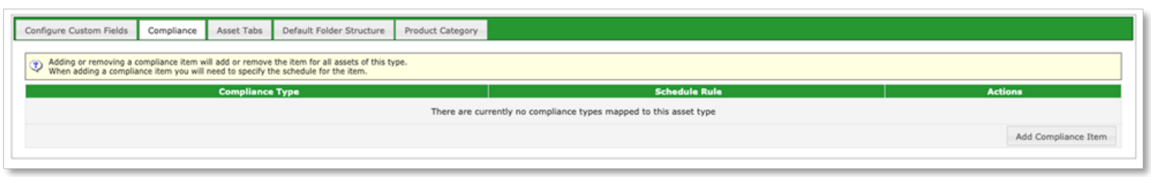
Compliance Items are defined and configured for each Asset Type.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

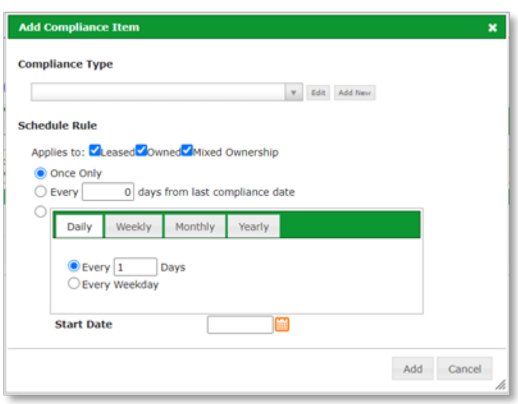
2. Click the Asset Types tile for the Asset Type for which want to add a Compliance Item and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the Compliance tab and the Compliance workspace opens.



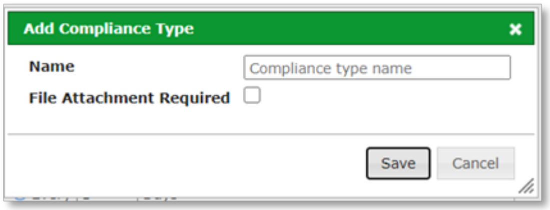
4. Click **Add Compliance item**. The Add Compliance Item pop-up opens.



> **Note:** Existing Compliance Types display in the Compliance Type drop-down. The first time you enter a Compliance Item, you will need to add a new Compliance Type.

5. From the Compliance Type drop-down, select the Compliance Type.

6. To add a new Compliance Type, click **Add New** next to the Compliance Type drop-down and the Add Compliance Type pop-up opens.



7. Enter a label for the Compliance Type in the Name field.

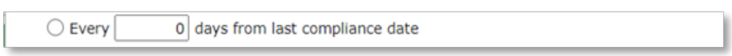
8. If a document is required to be completed to fulfill the Compliance Item, check the File Attachment Required checkbox.

9. Click **Save** to save the Compliance Type and the new Compliance Type displays in the Compliance Type drop-down.

10. From the Add Compliance Item pop-up, and click the Leased, Owned, Mixed Ownership checkboxes for the assets in the Asset Type that are required to comply with the Compliance Item.

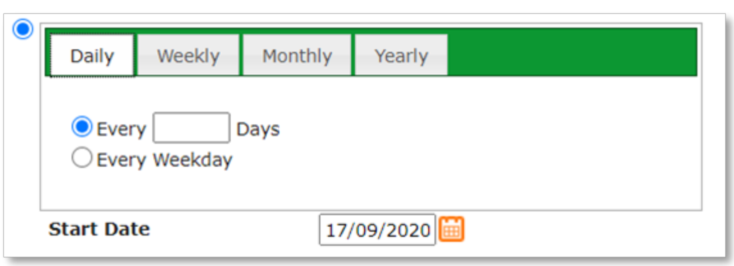
11. Click the **Once only** radio button if the Compliance Item is fulfilled with one action.

12. Click **Every…. Days from last compliance date** radio button if compliance is fulfilled periodically based on when the last compliance action was taken and enter the number of days in the field.



13. Click the radio button next to the section that allows you to schedule a compliance action. Click the Daily, Weekly, Monthly, or Yearly tab to select the type of schedule you want to define for the compliance action.

14. To define a daily schedule, select the **Daily** tab:

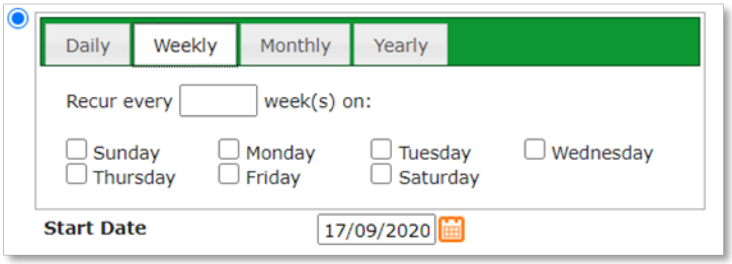


15. Click the **Every…Days** radio button to define a schedule every number of days entered.

16. Click the **Every Weekday** radio button to define a schedule for the compliance action Monday – Friday.

17. Enter the Start Date for the schedule or click the **Calendar** icon and select the Start Date.

18. To define a weekly schedule, select the **Weekly** tab:

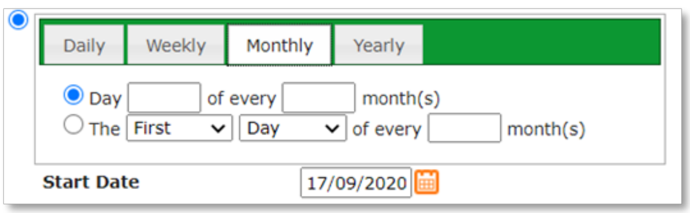


19. In the Recur Every ….week(s) on: field, enter the frequency of the weekly schedule, such as every 2 weeks.

20. Check the appropriate checkbox for the day of the week on which the compliance action should occur.

21. Enter the Start Date for the schedule or click the Calendar icon and select the Start Date.

22. To define a monthly schedule, select the **Monthly** tab:

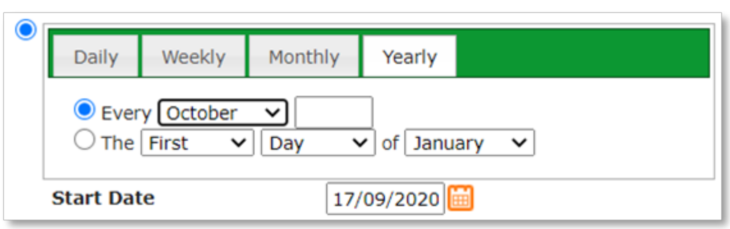


23. Click the **Day…of every … month(s)** radio button to define a schedule that sets a specific date every number of months on which the compliance action should occur.

24. Click The **First Day of every …. Month(s)** radio button to define a schedule that sets a specific date each month on which the compliance action should occur.

25. Enter the Start Date for the schedule or click the **Calendar** icon and select the Start Date.

26. To define an annual schedule, select the **Yearly** tab:

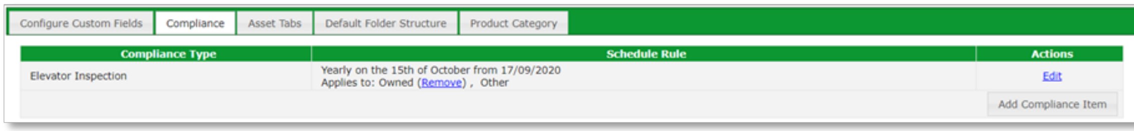


27. Click the **Every** radio button and select the month from the drop-down and optionally enter a specific data to define a schedule that sets a specific month and date on which the compliance action should occur.

28. Click the second radio button to define a schedule that allows you to set whether the compliance action should occur on the first, second, third, or fourth day or day or the week in a specific month on which the compliance action should occur.

29. Enter the Start Date for the schedule or click the **Calendar** icon and select the Start Date.

30. Click **Add** to save the Compliance Item to the Asset Type. The Compliance Item displays on the Compliance workspace.

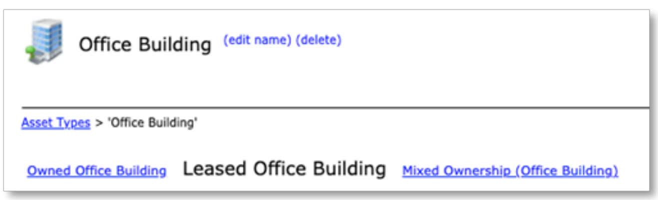


Editing a Compliance Item

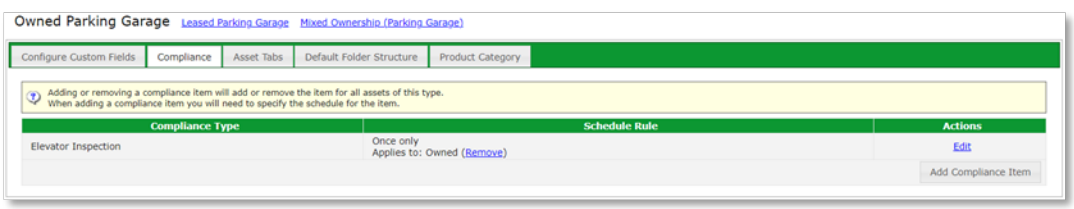
After a Compliance Item is added to an Asset Type, you can update it or delete it. You can update the schedule, whether attachments are required, and the name of the Compliance Type.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

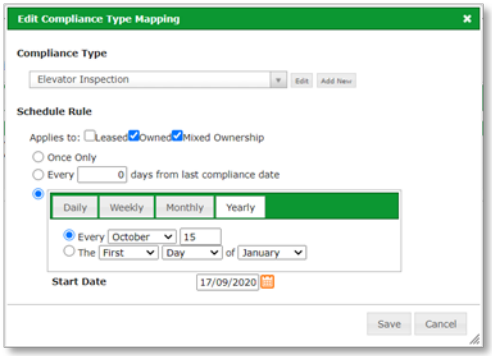
2. Click the Asset Types tile for the Asset Type for which want to edit a Compliance Item and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



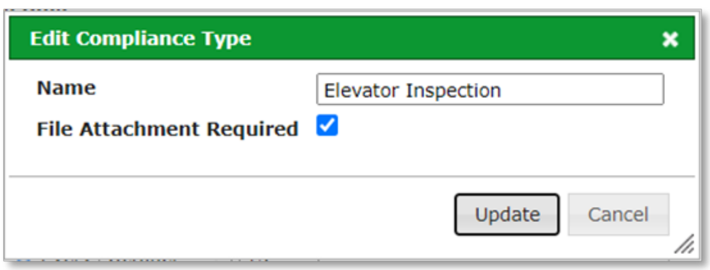
3. Click the Compliance tab. The Compliance workspace opens.



4. Click the **edit** link next to the Compliance Item you want to edit. The Edit Compliance Type Mapping pop-up opens and displays the current settings.



5. To change the Compliance Type label, click **Edit**. The Edit Compliance Type pop-up opens. Edit the label for the Compliance Type in the Name field.



6. Click the **File Attachment Required** checkbox to indicate whether a document is required to fulfill the compliance action.

7. Click **Update** to save the edited Compliance Type.

8. On the Edit Compliance Type Mapping pop-up, update the ownership types and schedule definitions in the Schedule Rule section as appropriate.

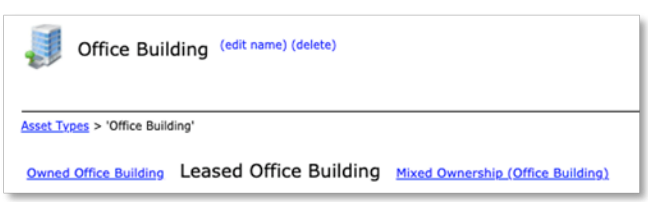
9. Click **Save** to update the Compliance Item.

Deleting a Compliance Item

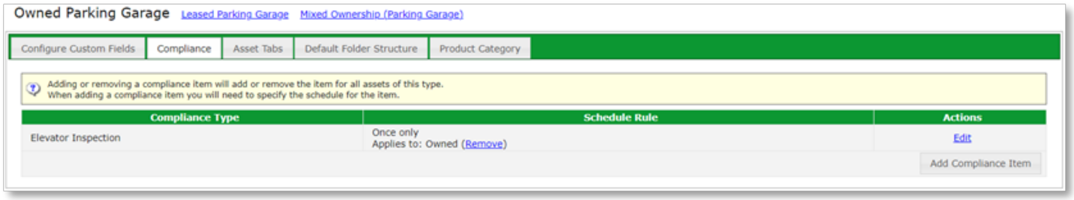
After a Compliance Item is added to an Asset Type, you can delete it.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Asset Types tile for the Asset Type for which want to delete a Compliance Item and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the Compliance tab. The Compliance workspace opens.



4. Click the **remove** link next to the Compliance Item you want to delete and the Compliance Item is deleted.

> **Note:** The Asset Tabs that display are user-specific based on the access permissions assigned to each user.

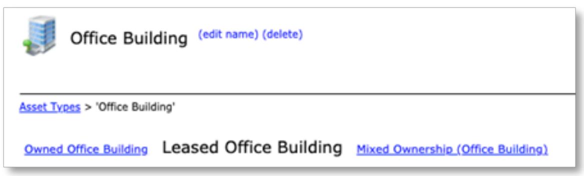
Configuring Asset Tabs

Real Estate Manager allows you to configure the tabs that display for an Asset. The following two tabs are not optional and always display:

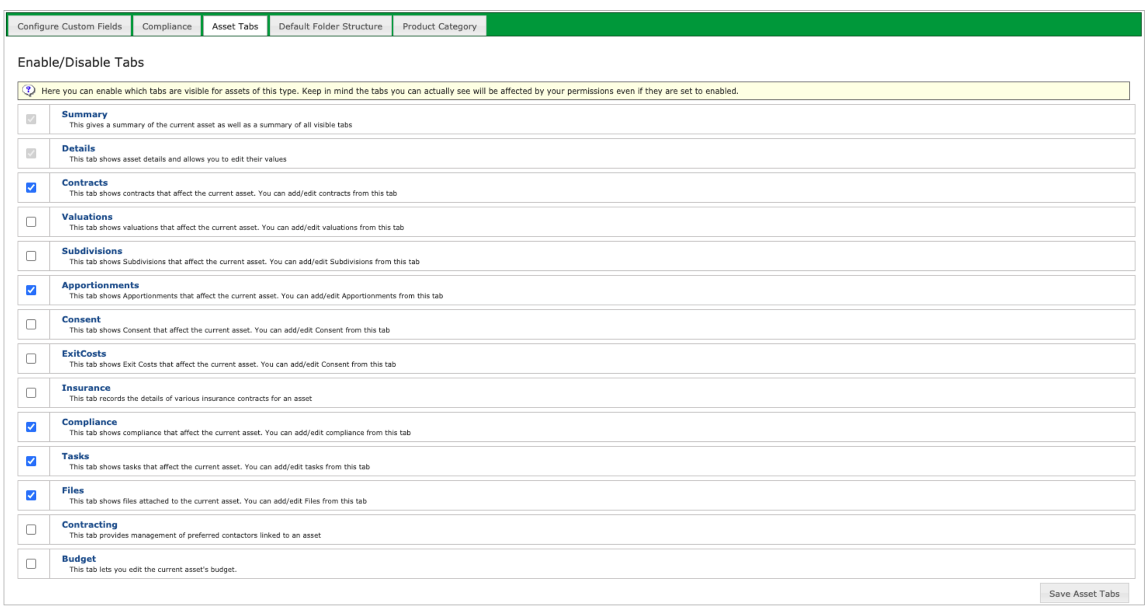
- **Summary** – summarizes all the information for Tabs that are configured to be visible for the Asset.
- **Details** – shows detailed information, including data fields that can be edited for the Asset.

Selecting Asset Tabs for Display

1. From the Top NavBar, select **Administration**. The Administration workspace opens.
2. Click the Asset Types tile for the Asset Type for which you want to select Asset Tabs for display and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the Asset Tabs tab and the Asset Tabs workspace opens.



4. Check the boxes next to the Asset Tabs that you want to display.
5. Click **Save Asset Tabs**. The selected Asset Tabs will display for authorized users for assets assigned to the Asset Type.

Note: The folder structure you create for each Asset Type is automatically inherited by each Asset you add for the Asset Type. You do not need to move the folder structure to an Asset. You can also edit the folder structure for each Asset.

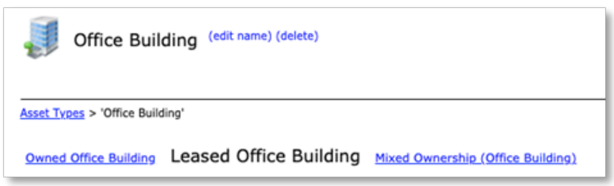
Assigning Product Categories to an Asset Type

A Product Category may be assigned to the Asset Type to help group Asset Types. A Product Category is used when Real Estate Manager is integrated with another system that uses the Property Category for calculating depreciation and Present Value. A set of default Product Categories is provided. Selecting a Product Category is optional unless you are performing a lease accounting synchronization with LeaseAccelerator's Lease Accounting Manager.

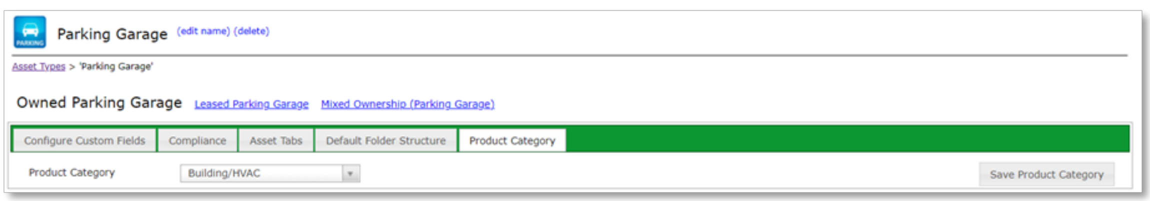
Assigning a Product Category to an Asset Type

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

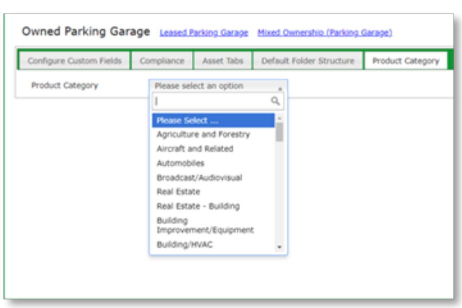
2. Click the Asset Types tile for the Asset Type for which want to select a Product Category and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the **Product Category** tab and the workspace opens.



4. From the Product Category drop-down, select the Product Category you want to associate with the Asset Type.



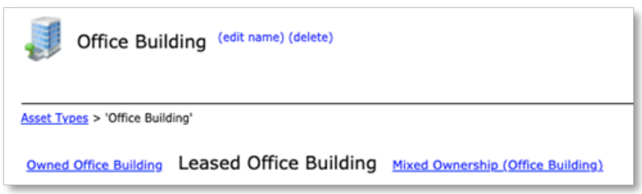
Note:
One of two relevant Real Estate Product Categories should be chosen:

- Real Estate – Building
- Real Estate - Land

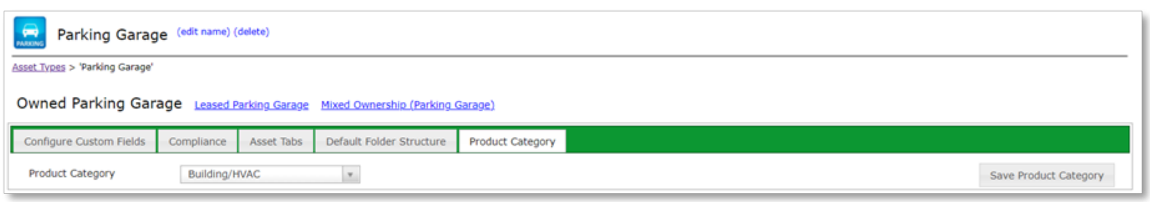
5. Click **Save Product Category**.

Editing a Product Category

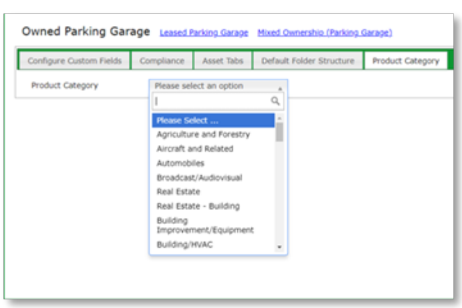
1. From the Top NavBar, select **Administration**. The Administration workspace opens.
2. Click the **Asset Types** tile for the Asset Type for which want to edit the Product Category and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the **Product Category** tab and the workspace opens.



4. From the Product Category drop-down, select the new Product Category you want to associate with the Asset Type.



Note:
One of two relevant Real Estate Product Categories should be chosen:

- Real Estate – Building
- Real Estate - Land

5. Click **Save Product Category**.

Maintaining Contract Types

Contract Types

The Contract Types workspace is used to define the types of contracts expected to be used for an Asset, associate Custom Fields with each Contract Type, and define the data for each Custom Field. When contracts are created (or edited) for an Asset, they inherit the Custom Fields defined for the selected Contract Type.

Contract Types are segregated between Payable for contracts that you pay, and Receivable for contracts for which you receive payment. After you add a Contract Type, you can also assign Predefined Contract Clauses to the Contract Type. Predefined Contract Clauses provided with Real Estate Manager include the most common clauses in most real estate contracts, both payable and receivable. These may apply to some or all of your contract types and are configured separately for each Contract Type.

Administration Workspace and Master Data

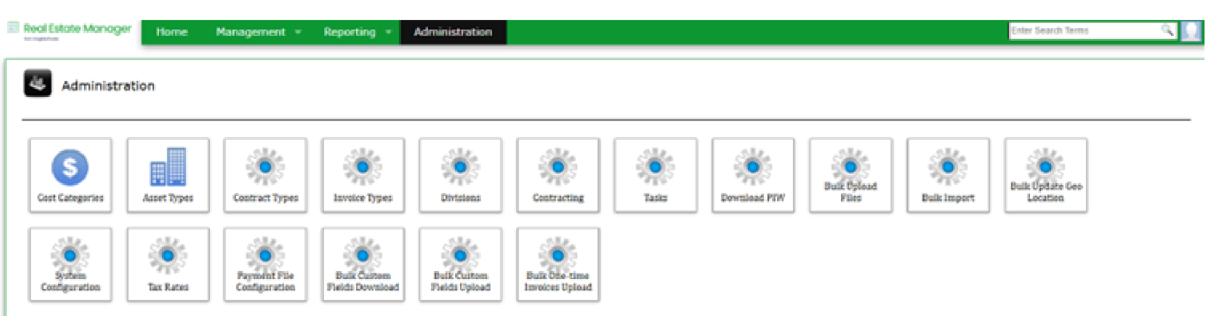
The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data such as cost centers and budgets. You may also then use the Real Estate Portfolio Intake Workbook (REPIW). You may continue to configure your data as your real estate portfolio changes by adding new data structures and removing others. The data that you configure in the Administration workspace is referred to as Master Data because it is available throughout REM.

About Master Data

Master Data is the set of data fields that you define and group under various data structures. For example, in Real Estate Manager you can define different types of invoices and associate specific data fields with each type of invoice. Master Data is unique to each client and must be defined prior to using Real Estate Manager. After the initial set up, Master Data can be edited, new Master Data can be added, and existing Master Data can be deleted. Master Data provides a consistent data structure across your portfolio while allowing for differences among different assets. Master Data makes managing your portfolio easier and more efficient.

Administration Workspace

The Administration workspace allows you to create and manage your Master Data in the system. To access the Administration workspace, from the Top NavBar, click Administration.

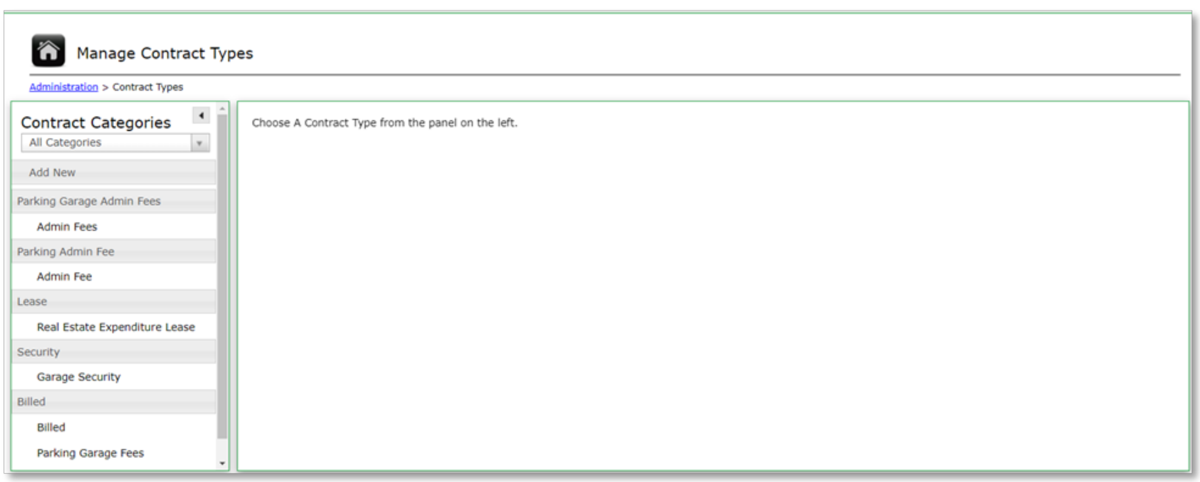


The Administration workspace tiles provide access to functions used to configure the Master Data as listed in the following table.

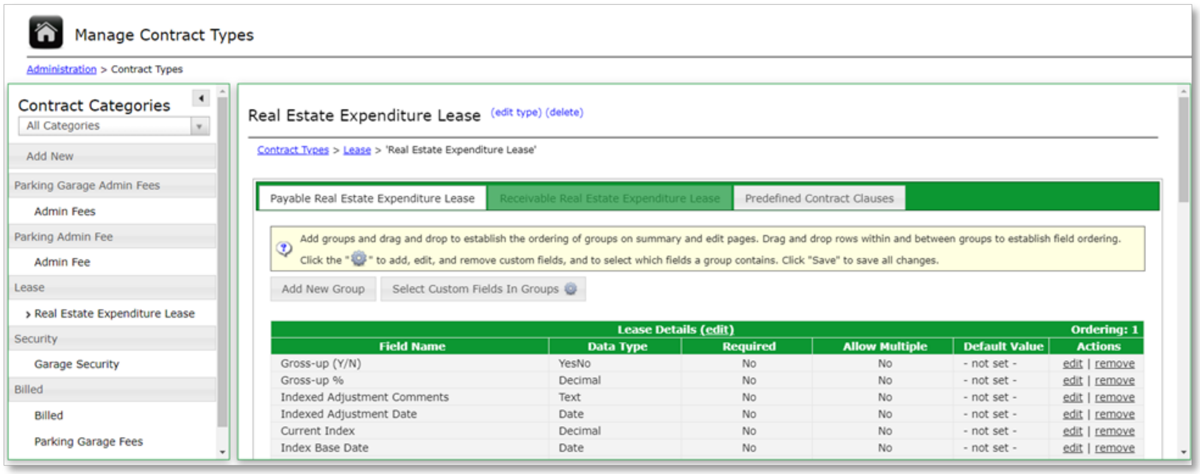
Management Tiles	Description
Cost Categories	Data related to any payable or receivable associated with an asset.
Asset Types	Organizes assets into categories that group different types of assets.
Contract Types	Organizes contracts or agreements into groups that have similar characteristics.
Invoice Types	Organizes invoices (either payable or receivable) into groups.
Divisions	Defines your business structure along with the associated accounting codes.
Contracting	Defines the types contractors and any related certifications.
Tasks	Links users with tasks for Assets.
Bulk Import	Imports contract files in bulk.
Bulk One-time Invoices Upload	Uploads one-time payable invoices in bulk.

Contract Types Workspace

The Contract Types workspace includes an Action Panel that allows you to see and select all existing Contract Categories and the Contract Types within each Contract Category.



The workspace to the right of the Action Panel is used to display and enter information about Contract Types as shown below.



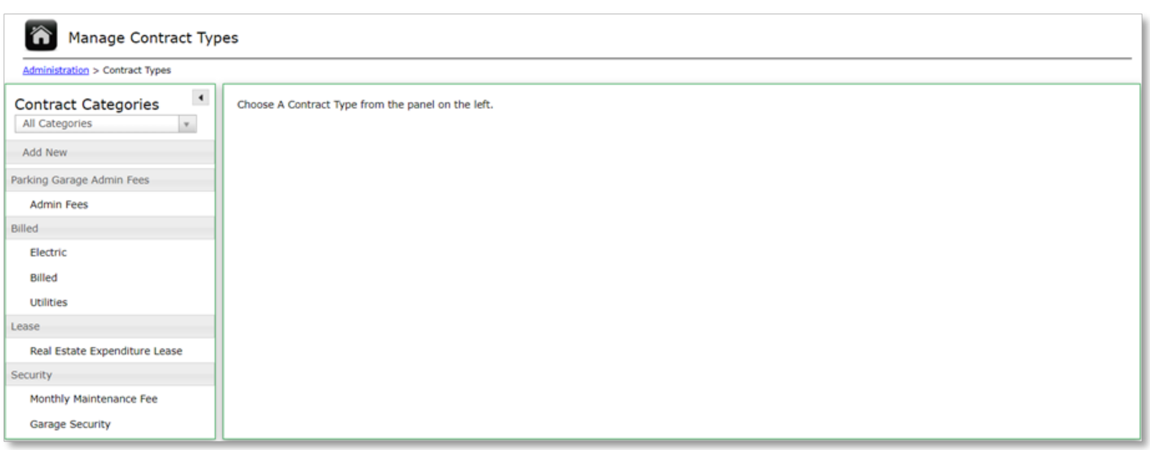
Adding a Contract Category and Contract Type with Custom Field Groups

A Contract Type must be associated with a Contract Category. You cannot add a new Contract Category without adding a Contract Type to the Contract Category. At least one Custom Field Group must be added to add Custom Fields to a Contract Type.

Follow the below steps to add contract category and contract type:

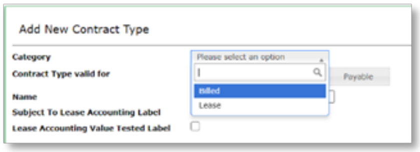
1. From the Top NavBar, select **Administration**. The Administration workspace opens.
2. Click the **Contract Types** tile and the workspace opens.

3. In the **Action** Panel, click **Add New** to add a new Contract Category.

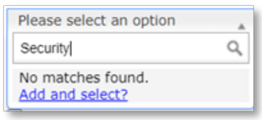


4. Click the Category drop-down and enter the label for the new Contract Type in the data field.

> **Note:** As you type the label for the new Contract Type in the Category drop-down data field, existing Contract Types that match the characters entered display.



5. Click the **Add and select**? Link to create a new Contract Category with the label you entered.



6. Select the appropriate tab(s) as follows:

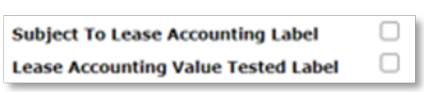
   - **All Contracts** – The new Contract Category is available to all contracts.
   - **Receivable** – The new Contract Category is available to contracts for which you are paid.
   - **Payable** – The new Contract Category is available to contracts that you pay.

   After you add a Contract Type, the tab(s) you selected are available for configuration. Tabs you selected display against a white background.

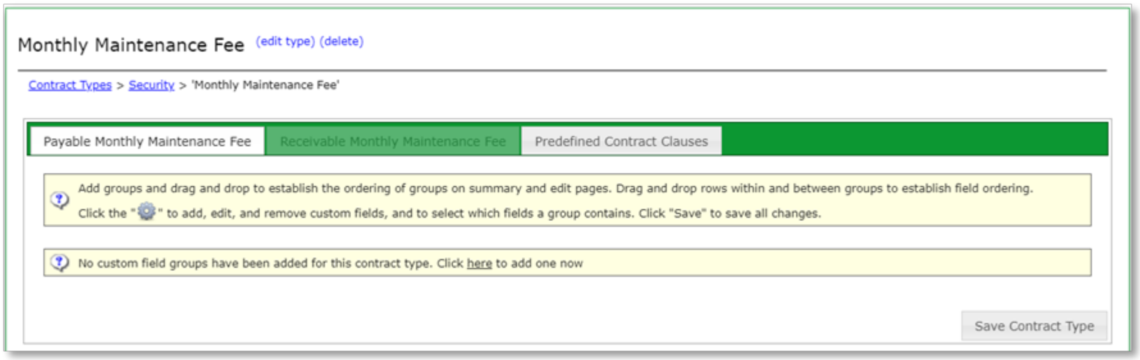
7. In addition, after you add a Contract Type, a Predefined Contract Clauses tab displays and is always available for selection.

8. In the **Name** field, enter the name or other identifier of the new contract type.

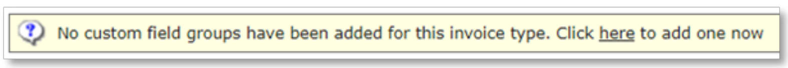
9. Click the Subject to Lease Accounting Label checkbox to indicate that the data associated with a contract will be transferred to another system because it meets the accounting criteria for recording the associated asset on the balance sheet.



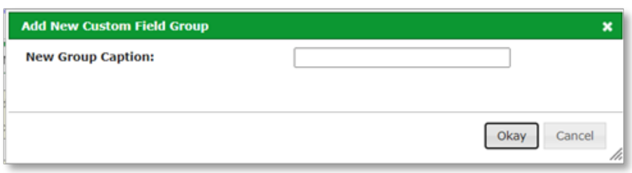
10. Click **Save**. The new Contract Category displays in the Action Panel and the workspace for the Contract Category appears to allow you to add Custom Fields.



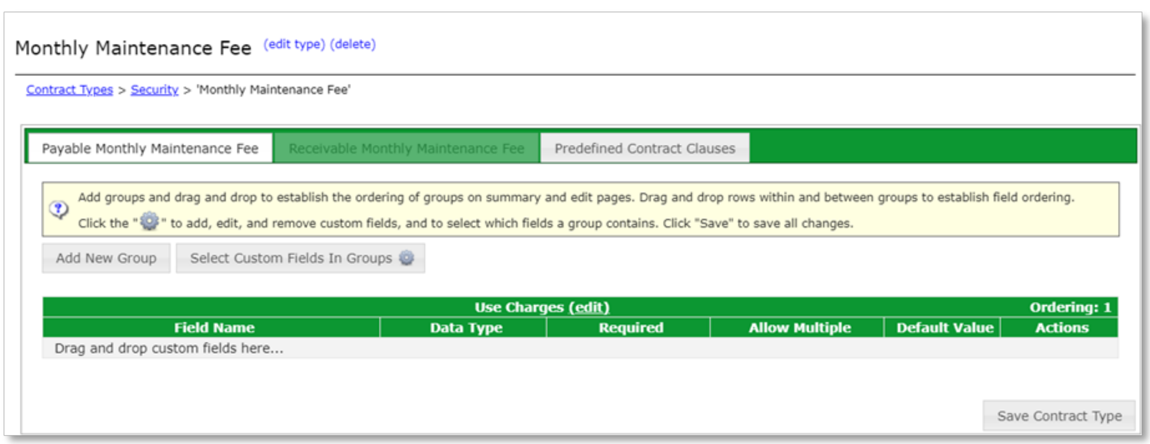
11. To add the first Custom Field Group, click the **here** link and the Add New Custom Field Group pop-up opens.



12. Enter a label for the Custom Field Group in the New Group Caption field.



13. Click **Okay** and the Custom Field Group displays on the workspace for the Contract Type.



14. To add subsequent Custom Field Groups, click **Add New Group**.

15. Repeat steps 12-13 for any additional Custom Field Groups.

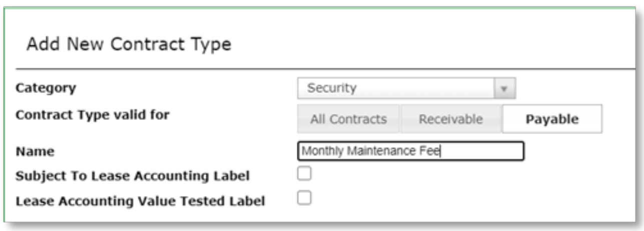
16. Click **Save Contract** to save the Contract Category, Contract Type, and Custom Field Group(s).

Adding a Contract Type to an Existing Contract Category

1. From the Top NavBar, select **Administration**, then click the Contract Types tile and the workspace opens.

2. In the Action Panel, select the Contract Category you wish to add a new Contract Type for form the drop-down.

3. Click **Add New**. The Add New Contract Type data fields display.

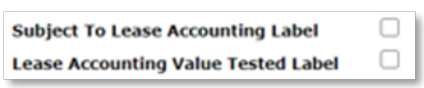


4. Click the appropriate tab as follows:

   - **All Contracts** – The new Contract Category is available to all contracts.
   - **Receivable** – The new Contract Category is available to contracts for which you are paid.
   - **Payable** – The new Contract Category is available to contracts that you pay.

5. In the Name field, enter the name or other identifier of the new contract type.

6. Click the **Subject to Lease Accounting Label** checkbox to indicate that the data associated with a contract is transferred to another system because it meets the accounting criteria for recording the associated asset on the balance sheet.



7. Click **Save**. The new Contract Category displays in the Action Panel.

Editing a Contract Type

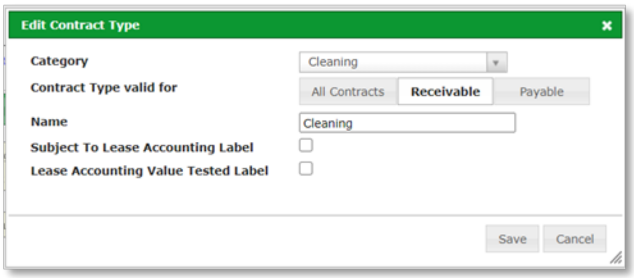
After a Contract Type is created, you can edit the name of the Contract Type or change the Contract Category for the Contract Type.

1. From the Top NavBar, select **Administration**, then click the Contract Types tile and the workspace opens.

2. In the Action Panel, click the Contract Type you want to edit.

3. Click the **edit type** link next to the Contract Type name.

4. From the Category drop-down, select another Contract Category to which to assign the Contract Type.

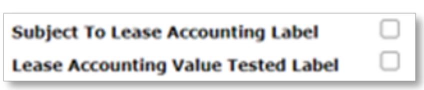


5. To change the identification of the Contract Type as All Contracts, Payable, or Receivable, select the appropriate tab to highlight the identifier you want to use.

> **Note:** The tabs available for selection depend on whether the Contract Type was defined for All Contracts, Payables, and/or Receivables. If the Contract Type was created only for Payable contracts, the Receivable tab will not be activated and available for selection. The Predefined Contract Clauses tab will always be activated and available for selection.

6. In the Name field, update the label for the Contract Type as necessary.

7. Click the Subject to Lease Accounting Label checkbox to indicate that the data associated with a contract is transferred to another system because it meets the accounting criteria for recording the associated asset on the balance sheet.



8. Click **Save**. The edited Contract Type displays under the appropriate Contract Category in the Action Panel.

Deleting a Contract Type

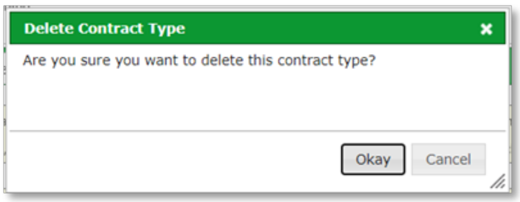
You cannot delete a Contract Type that is used for a Contract added to an Asset. You may not delete any Contract Categories that you have created.

1. From the Top NavBar, select **Administration** then click the Contract Types tile and the workspace opens.

2. In the Action Panel, click the Contract Type you want to delete.

3. Click the **delete** link next to the Contract Type you want to delete.

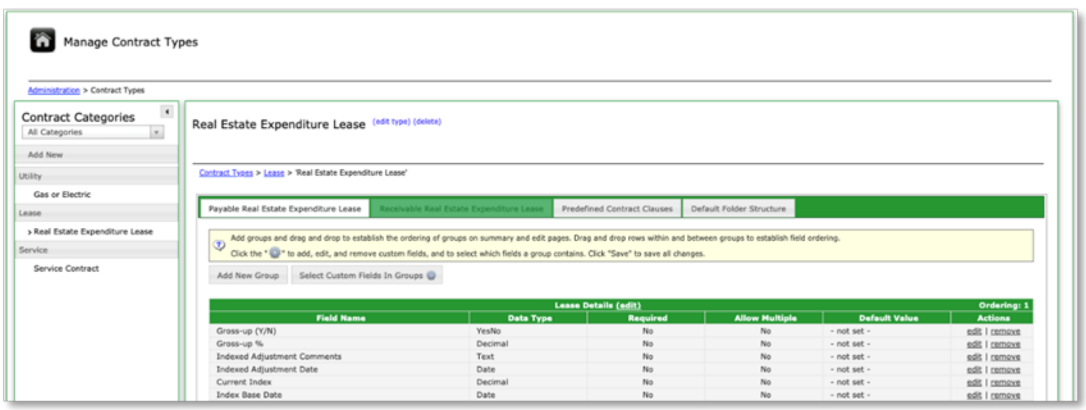
4. Click **Okay** to delete the Contract Type.



Editing a Custom Field Group

1. From the Top NavBar, select **Administration** and click the **Contract Types** tile.

2. In the Action Panel, click the Contract Type you want to edit, and that Contract Type will open up in the workspace.



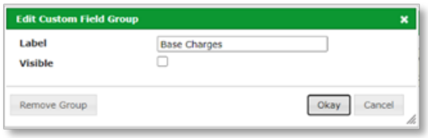
3. Click the appropriate tab as follows:

   - **Receivable** – The new Contract Category is available to contracts for which you are paid.

   - **Payable** – The new Contract Category is available to contracts that you pay.

4. Click the **edit** link next to the Custom Field Group you want to edit.

5. In the Label field, edit the name of the Custom Field Group.



6. Check the Visible checkbox to display the Custom Field Group on the Contract or uncheck the Visible checkbox to prevent display of the Custom Field Group on the Contract.

7. Click **Okay**. The Custom Field Group is updated.

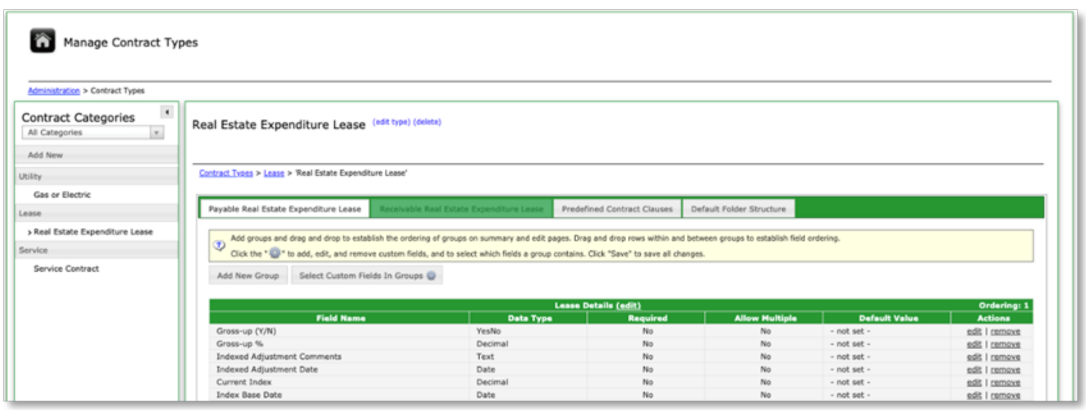
8. Click **Save Contract Type** to save the updates to the Custom Field Group.

Deleting a Custom Field Group

When a Custom Field Group is deleted, all Custom Fields assigned to it are also deleted.

1. From the Top NavBar, select **Administration** and then click the Contract Types tile to open the workspace.

2. In the Action Panel, click the Contract Type you want to delete, and that Contract Type will open up in the workspace.

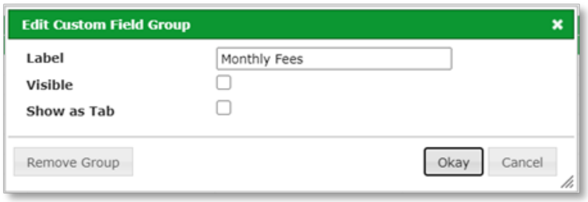


3. Click the appropriate tab as follows:

   - **Receivable** – The new Contract Category is available to contracts for which you are paid.

   - **Payable** – The new Contract Category is available to contracts that you pay.

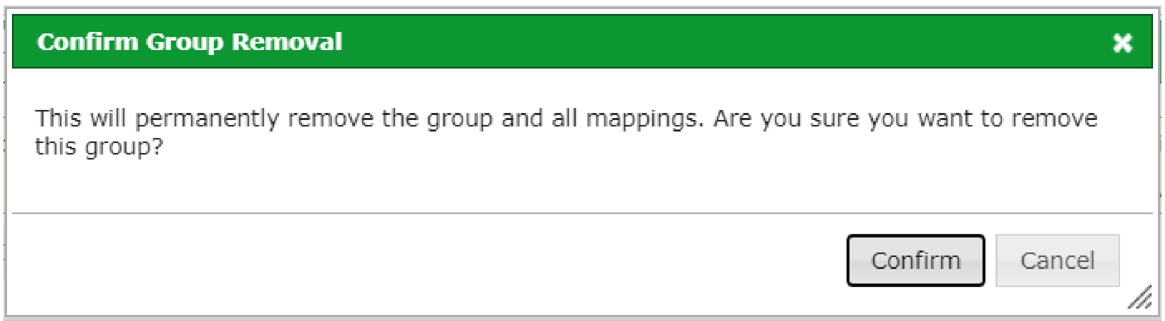
4. Click the **edit** link next to the Custom Field Group you want to delete. The edit Custom Field Group pop-up opens.



5. To delete the Custom Field Group, click **Remove Group**.

6. Click **Confirm**. The Custom Field Group no longer displays.

> **Note:** Deleting a Custom Field Group deletes all Custom Fields assigned to it. It also removes the Custom Fields from any Contracts that have the Custom Fields assigned.



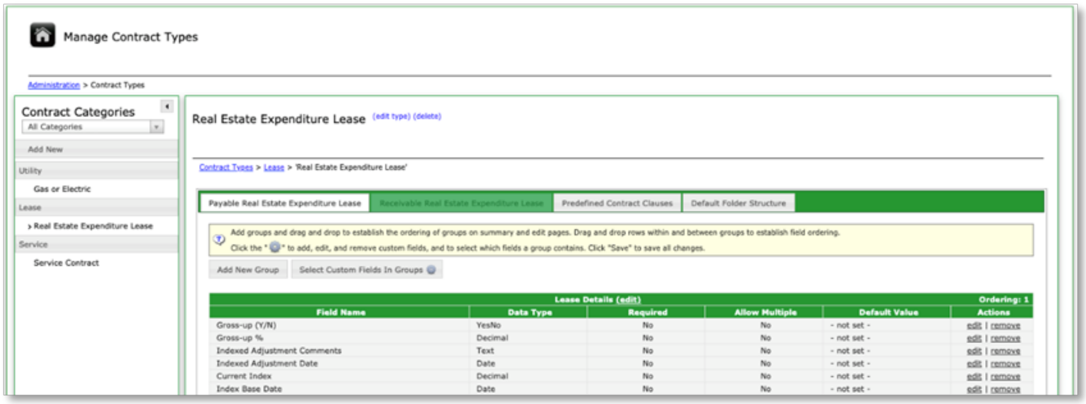
7. Click **Save Contract Type** to delete the Custom Field Group.

Adding Custom Fields to a Custom Field Group for a Contract Type

Real Estate Manager provides a set of Default Custom Fields that you can associate with a Contract Type. See Appendix: Default Custom Fields for a list of Default Custom Fields and how to configure them. You can also create Custom Fields, which is discussed in the subsequent section. After you create a Custom Field, you can add it to other Custom Field Groups.

1. From the Top NavBar, select **Administration** and then click on the Contract Types tile.

2. In the Action Panel, click the Contract Type you want to add Custom Fields for, and that Contract Type will open up in the workspace.



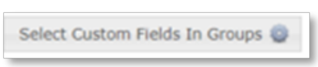
3. Click the appropriate tab as follows:

   - **Payable** - The new Contract Category is available to contracts that you pay.

   - **Receivable** - The new Contract Category is available to contracts for which you are paid.

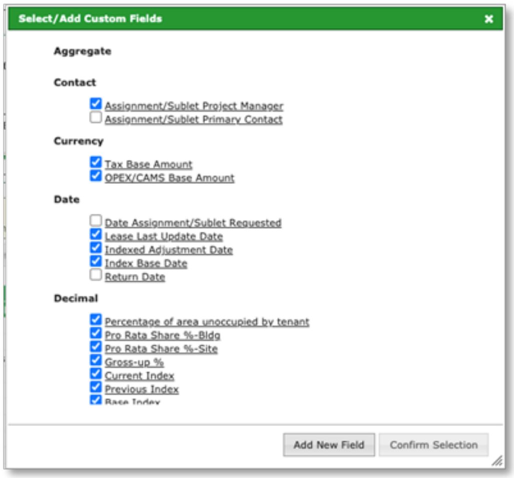
> **Note:** The tabs available for selection depend on whether the Contract Type was defined for All Contracts, Payables, and/or Receivables. If the Contract Type was created only for Payable contracts, the Receivable tab will not be activated and available for selection. The Predefined Contract Clauses tab will always be activated and available for selection.

4. Click the **Gear** icon to open the Select/Add Custom Fields pop-up.



5. Click the checkbox(es) for the Custom Fields you want to add to a Custom Field Group.

> **Note:** Real Estate Manager provides a set of Default Custom Fields that are individually configured. See Appendix: Default Custom Fields for a list of Default Custom Fields and how to configure them.

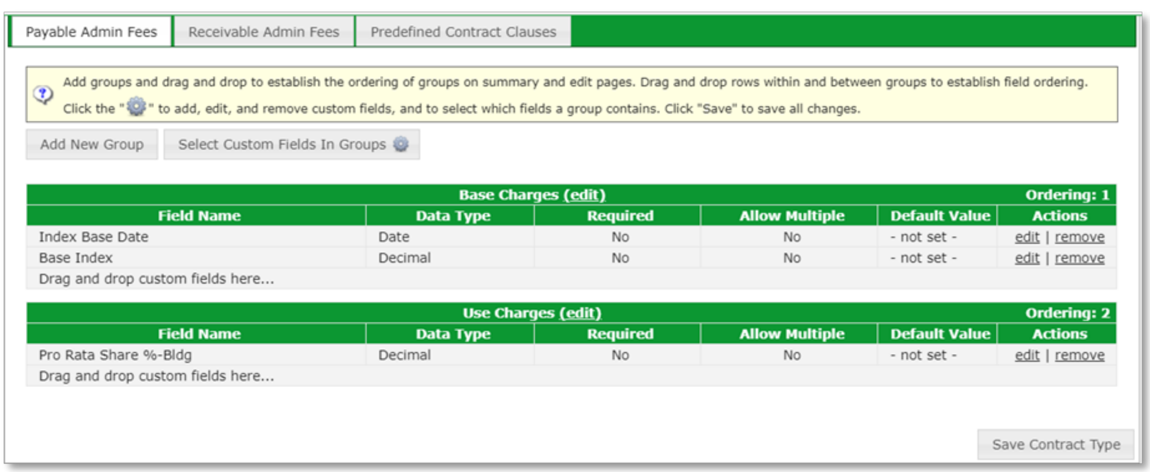


6. Click **Confirm Selection**. The selected Custom Fields display on the Contract Type workspace. All selected Custom Fields automatically display under the first Custom Field Group.

> **Note:** A Custom Field can only be associated with one Custom Field Group.

7. Columns at the top of each Custom Field Group show information about the Custom Fields:

   - Field Name – label for the field
   - Data Type – type of information and format for the data
   - Required – whether the field is required to have at least one value entered
   - Allow Multiple – whether more than one value is permitted to be entered
   - Default Value – value that automatically fills the field



8. To move a Custom Field to another Custom Field Group, drag and drop the Custom Field to the location within the Custom Field Group.

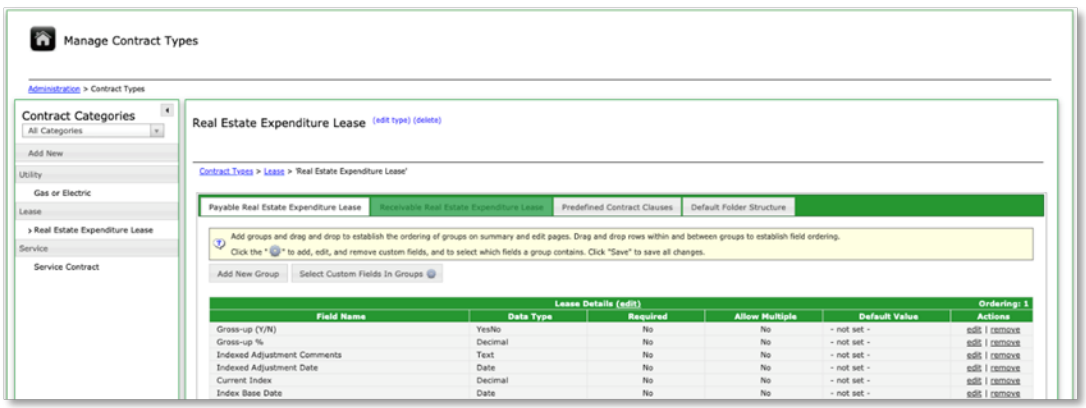
9. To order the Custom Fields within a Custom Field Group, drag and drop a Custom Field within the Custom Field Group.

10. Click **Save Contract Type** to save the Custom Fields you added to the Contract Type.

Creating Custom Fields for a Contract Type

1. From the Top NavBar, select Administration and then click on the Contract Types tile.

2. In the Action Panel, click the Contract Type you want to create Custom Fields for, and that Contract Type will open up in the workspace.



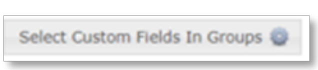
3. Click the appropriate tab as follows:

   - **Payable** - The new Contract Category is available to contracts that you pay.

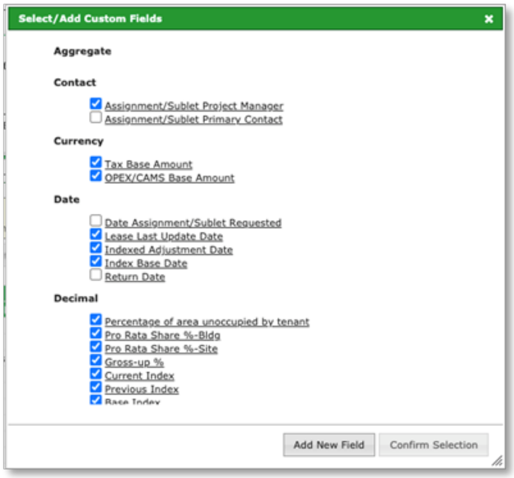
   - **Receivable** - The new Contract Category is available to contracts for which you are paid.

> **Note:** The tabs available for selection depend on whether the Contract Type was defined for All Contracts, Payables, and/or Receivables. If the Contract Type was created only for Payable contracts, the Receivable tab will not be activated and available for selection. The Predefined Contract Clauses tab will always be activated and available for selection.

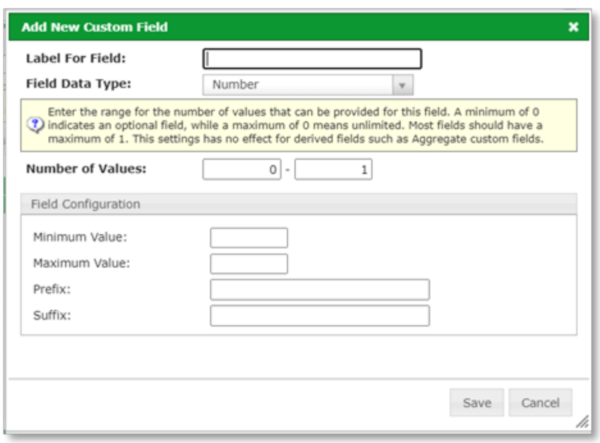
4. Click the **Gear** icon and the Select/Add Custom Fields pop-up opens.



5. In the pop-up, click **Add New Field**.



6. From the Add New Custom Field pop-up, enter a name for the New Custom Field in the Label for Field data field.

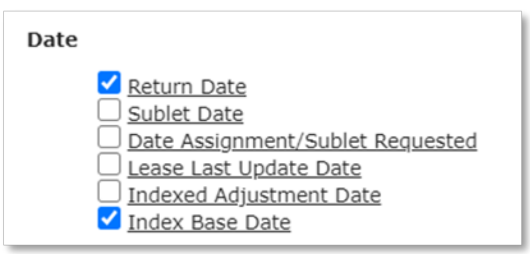


7. From the Field Data Type drop-down, select the type of data to be entered:
   - **Aggregate** – combines data at the parent level for all child levels for a specific data field
   - **Contact** – information for a person
   - **Currency** – type of currency used
   - **Date** – date related to the transaction
   - **Decimal** – formats numbers that use decimals
   - **Lookup** – provides a list of values for selection
   - **Number** – numerical characters
   - **Text** – alpha/numerical characters

- **YesNo** – binomial response is the only available selection for the field
- **Measurement** – reflects size
- **Regex** – regular expression
- **MeasurementAggregate** – combines measurement data at the parent level for all child levels

8. In the Number of Values field, enter minimum and maximum number of values that can be entered.
9. A minimum of 0 (zero) indicates that the Custom Field is optional and not a required field. Enter at least 1 to make the Custom Field a required field.
10. A maximum of 0 (zero) indicates that the number of values is unlimited. Most Custom Fields should have a maximum value of 1.
11. The Field Configuration section defines acceptable values for input. The Field Configuration differs depending on the Field Data Type selected. See Configurations for Custom Fields that describes each Field Configuration and the options available for each.
12. From the **Add New Custom Field** pop-up click Save to save the new Custom Field and the configuration settings.
13. Click the checkbox for the new Custom Field that displays in the appropriate section on the Select/Add Custom Fields pop-up.

> **Note:** Adding a new Custom Field does not automatically associate the Custom Field with the Contract Type. You must click the checkbox for the new Custom Field on the Select/Add Custom Fields pop-up to associate it with the Contract Type.

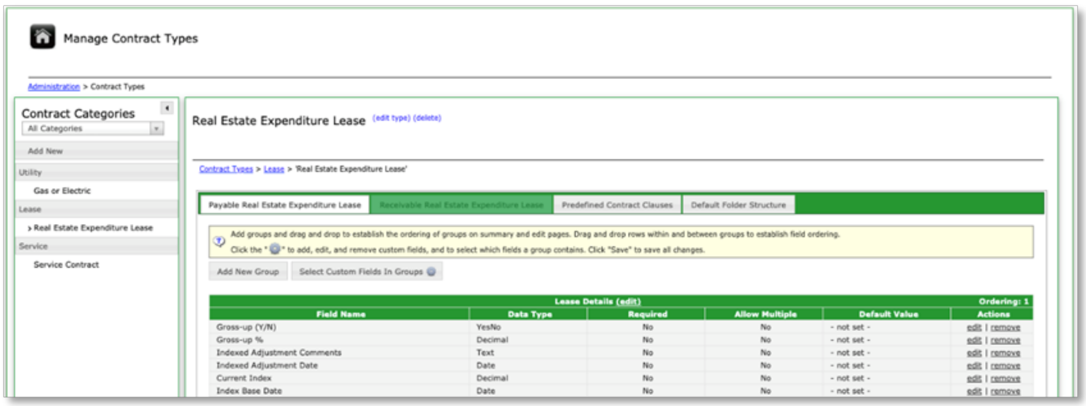


14. From the Select/Add Custom Fields pop-up, click **Confirm Selection.** The new Custom Field displays on the Contract Type workspace in the first Custom Field Group.
15. To move a Custom Field to another Custom Field Group, drag and drop the Custom Field to the location within the Custom Field Group.
16. To order the Custom Fields within a Custom Field Group, drag and drop a Custom Field within the Custom Field Group.
17. Click **Save Contract Type** to save the new Custom Field.

Editing a Custom Field Default Value

After a Custom Field is assigned to a Custom Field Group, you can edit the default value.

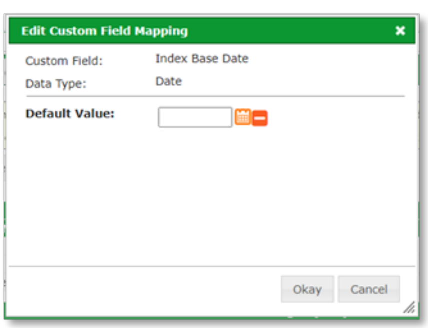
1. From the Top NavBar, select **Administration** and then click on the **Contract Types** tile.
2. In the Action Panel, click the **Contract Type** you want to edit a Custom Field for, and that Contract Type will open up in the workspace.



3. Click the appropriate tab as follows:
   - **Payable** - The new Contract Category is available to contracts that you pay.
   - **Receivable** - The new Contract Category is available to contracts for which you are paid.

> **Note:** The tabs available for selection depend on whether the Contract Type was defined for All Contracts, Payables, and/or Receivables. If the Contract Type was created only for Payable contracts, the Receivable tab will not be activated and available for selection. The Predefined Contract Clauses tab will always be activated and available for selection.

4. Click the **edit** link in the row for the Custom Field you want to edit.
5. Edit the Custom Field default value.

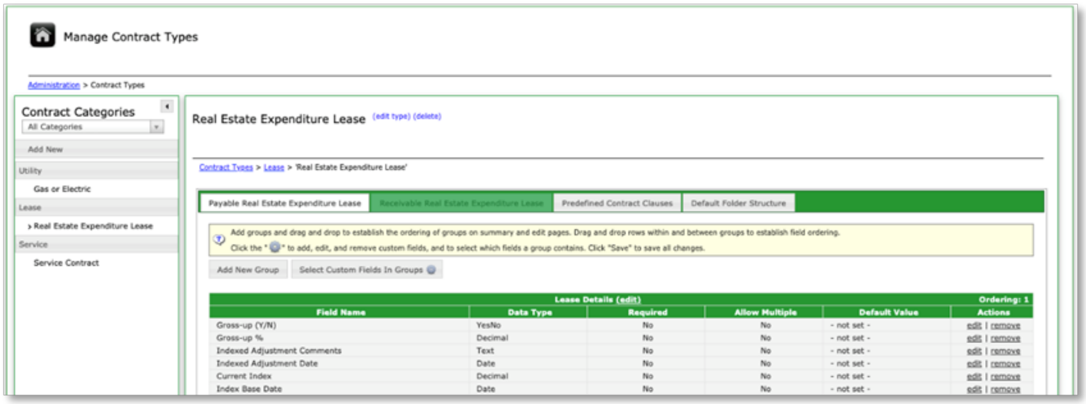


6. Click **Okay**. The default value is saved.

Deleting a Custom Field

1. From the Top NavBar, select **Administration** and then click on the **Contract Types** tile.

2. In the Action Panel, click the Contract Type you want to delete a Custom Field for, and that Contract Type will open up in the workspace.



3. Click the Payable or Receivable tab.

4. Click the appropriate tab as follows:

   - **Payable** - The new Contract Category is available to contracts that you pay.

   - **Receivable** - The new Contract Category is available to contracts for which you are paid.

> **Note:** The tabs available for selection depend on whether the Contract Type was defined for All Contracts, Payables, and/or Receivables. If the Contract Type was created only for Payable contracts, the Receivable tab will not be activated and available for selection. The Predefined Contract Clauses tab will always be activated and available for selection.

5. Click the **remove** link in the row for the Custom Field you want to delete.

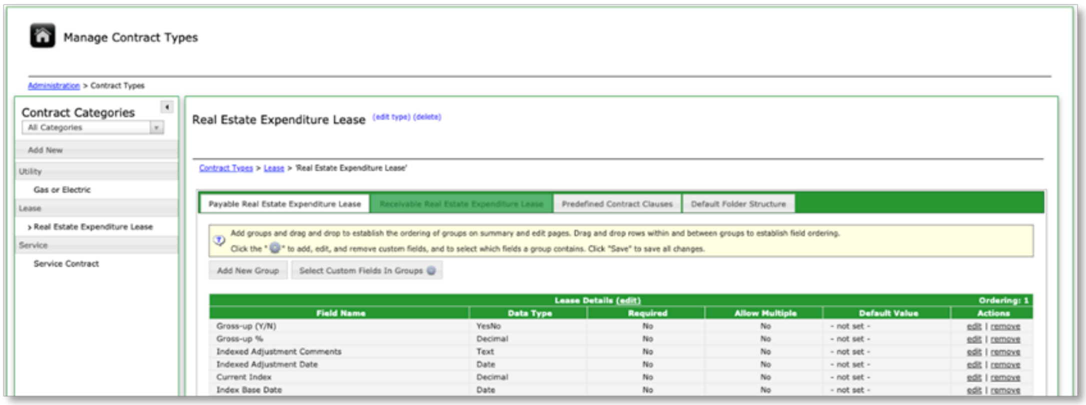
6. Click **Save Contract Type**. The Custom Field is deleted.

Adding Predefined Contract Clauses to a Contract Type

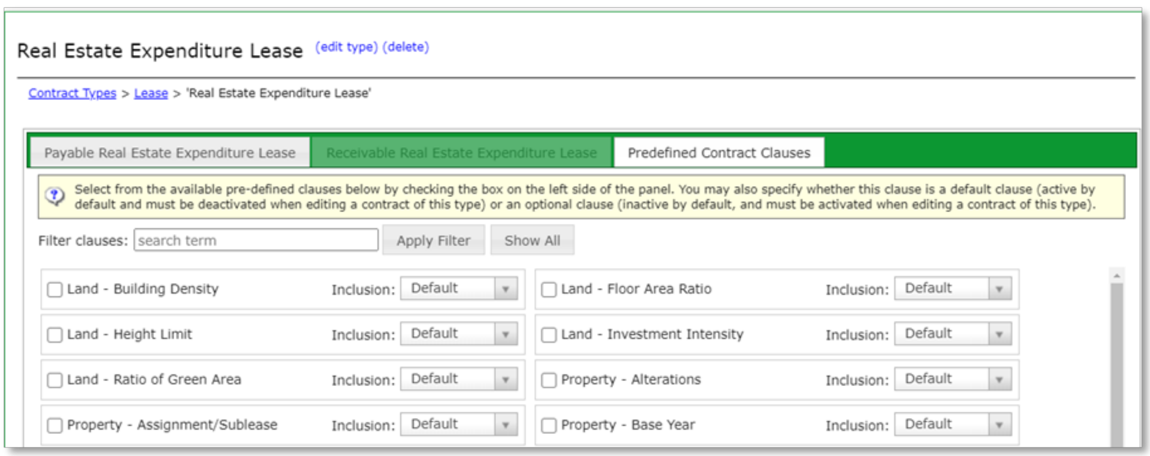
Real Estate Manager provides a function that allows you to select Predefined Contract Clauses to be assigned to a specific Contract Type. The Predefined Contract Clauses include the most common clauses in most real estate contracts, both payable and receivable. Selecting Predefined Contract Clauses automatically includes them in a Contract you add for an Asset. You can also add Contract Clauses to a specific Contract for an Asset.

1. From the Top NavBar, select **Administration** and then click on the **Contract Types** tile.

2. In the Action Panel, click the **Contract Type** you want to add Predefined Contract Clauses for, and that Contract Type will open up in the workspace.



3. Click the **Predefined Contract Clauses** tab. The Predefined Contract Clauses available display.



4. To display Predefined Contract Clauses pertaining to a term, enter the term in the Filter clauses field and click **Apply Filter**. Predefined Contract Clauses that match the term display.

> **Note:** The Predefined Contract Clauses filter searches the labels for the clauses and does not search the content of the clauses.

5. To display all Predefined Contract Clauses, click **Show All**.

6. Check the checkbox(es) next to the Predefined Contract Clauses you want to include in Contracts for the Contract Type.

7. From the Inclusion drop-down, select:

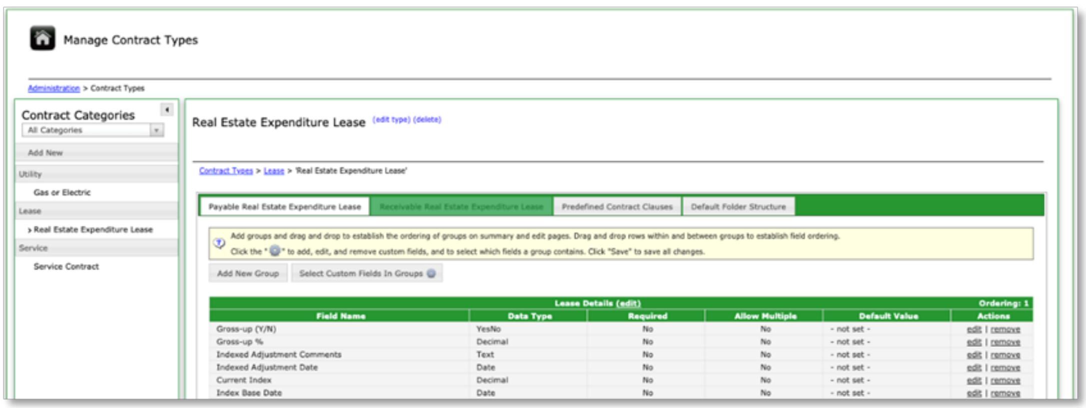
- **Default** – to require the Predefined Contract Clause.
- **Optional** – to make the Predefined Contract Clause optional.

8. Click **Save Contract Type**. Contracts for the Contract Type will include the selected Predefined Contract Clauses.

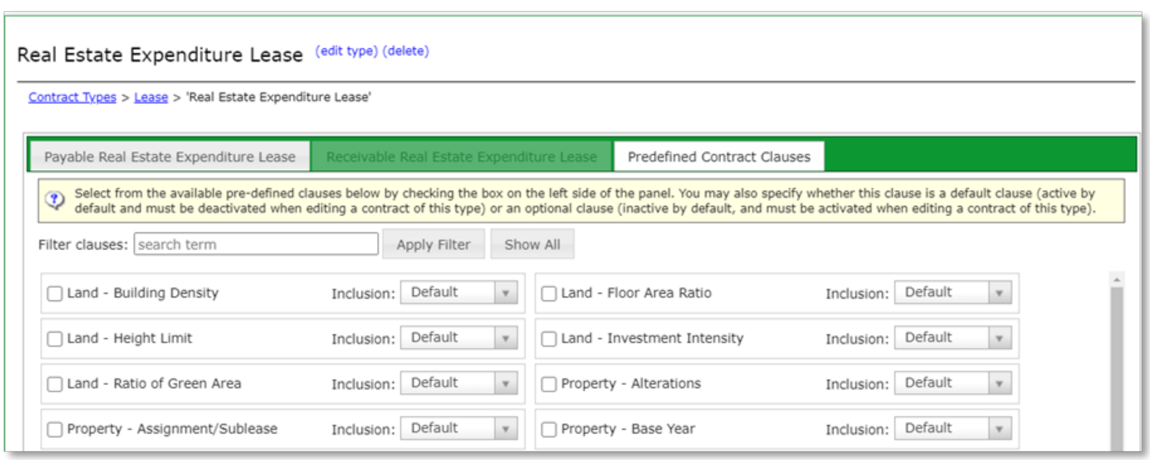
Editing Predefined Contract Clauses for a Contract Type

After you select the Predefined Contract Clause for a Contract Type, you can make updates to them by selecting new ones or removing ones previously selected.

1. From the Top NavBar, select **Administration** and then click on the **Contract Types** tile.
2. In the Action Panel, click the **Contract Type** you want to edit Predefined Contract Clauses for and that Contract Type will open up in the workspace.



3. Click the **Predefined Contract Clauses** tab. The Predefined Contract Clauses available display.



4. To display Predefined Contract Clauses pertaining to a term, enter the term in the Filter clauses field and click **Apply Filter**. Predefined Contract Clauses that match the term display.

   > **Note:** The Predefined Contract Clauses filter searches the labels for the clauses and does not search the content of the clauses.

5. To display all Predefined Contract Clauses, click **Show All**.

6. To add new Predefined Contract Clauses, check the checkbox(es) next to the Predefined Contract Clauses you want to include in Contracts for the Contract Type.

7. To remove previously selected Predefined Contract Clauses, uncheck the checkbox(es) next to the Predefined Contract Clauses you do not want to include in Contracts for the Contract Type.

8. From the Inclusion drop-down, select:

   - **Default** – to require the Predefined Contract Clause

   - **Optional** – to make the Predefined Contract Clause optional

9. Click **Save Contract Type**. Contracts for the Contract Type will include the selected Predefined Contract Clauses.

Adding User Defined Clauses(UDF) to a Contract Type

Real Estate Manager allows users to define and manage User-Defined Field (UDF) Clauses at the Contract Type level, enabling consistent clause application across all new contracts of that type. Users can reuse existing ad hoc clauses or create new ones, improving standardization and reporting.

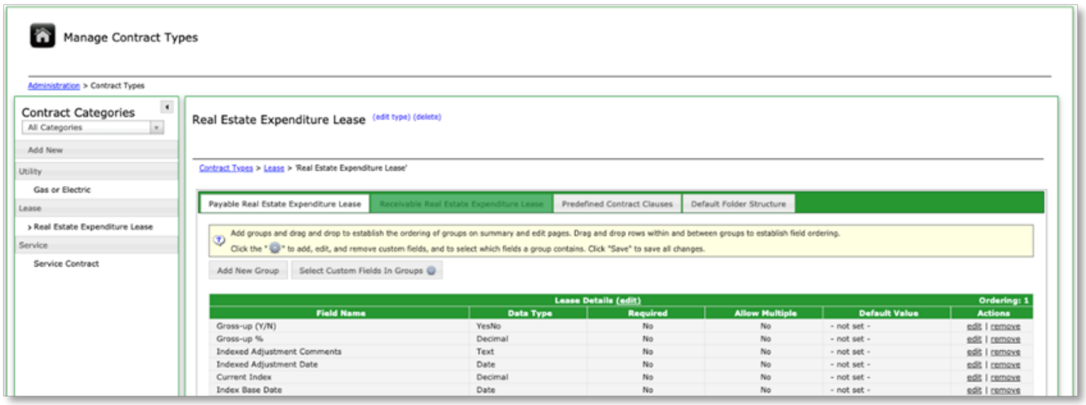
The following are the key benefits:

- Standardizes clause usage across contracts.
- Apply reusable clauses across all new contracts of a specific type.
- Improve clause visibility in contracts, exports, and reports.
- Reduces manual entry and inconsistency.
- Enhances reporting and auditing through clause-level data.
- Ensures compliance by preventing clause deletion or renaming.

To add User-Defined Field (UDF) Clauses at the Contract Type level follow the below steps:

1. From the Top NavBar, select **Administration** and then click on the **Contract Types** tile.

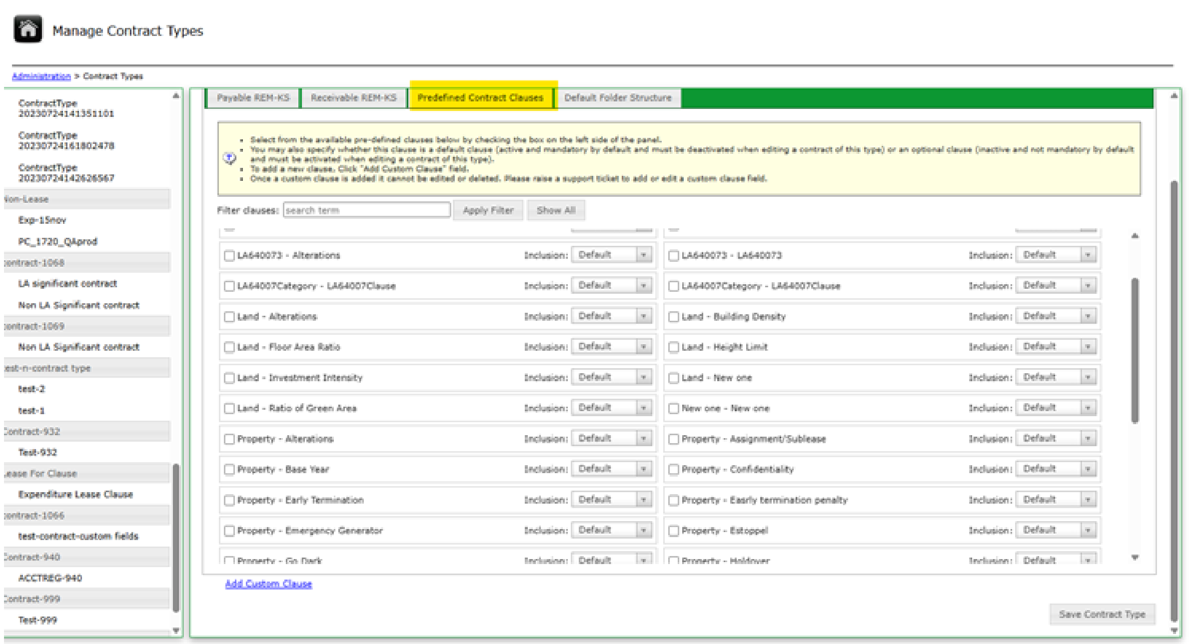
2. In the Action Panel, click the **Contract Type** you want to add User-defined Contract Clauses for and that Contract Type will open up in the workspace.



3. Scroll to the **Predefined Contract Clauses** tab.

   - Use the search bar to find existing clauses if needed.

   - Click the **Add Custom Clause** button to open the clause creation modal.



4. Add a Custom Clause

    - In the Clause Creation Modal,

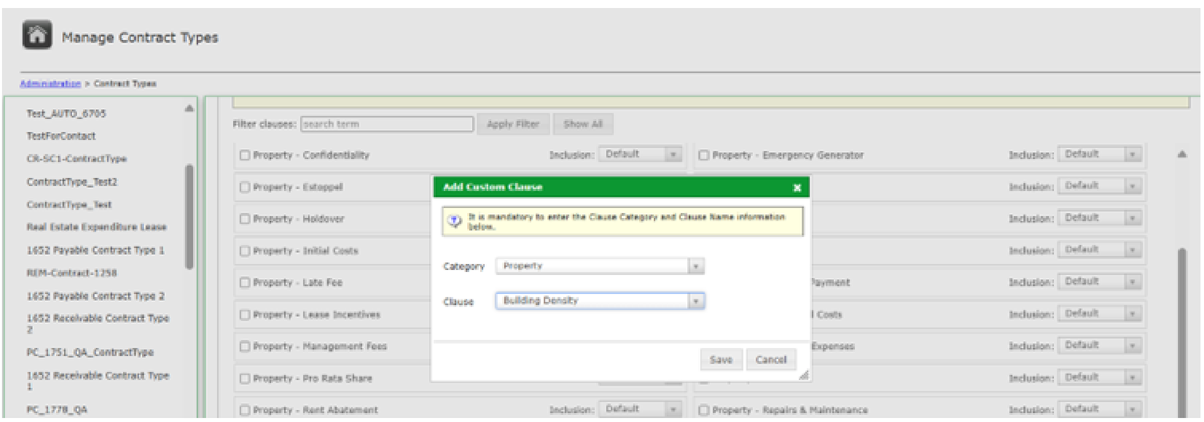
        a. Select the clause **Category**.

        b. Select an existing ad hoc clause (e.g., Property Security Deposit, Renewal Details) or create a new Clause (e.g., Early Termination, Outgoings) by clicking **Add and Select?**

        > **Note: Note:** Both are mandatory.

    - The system validates entries and prevents duplication within the same contract type.

    - Click **Save** to confirm. A confirmation message will appear, and a notification will remind you that changes apply only to new contracts.



> **Note:**

- Clause dropdowns in contracts include Predefined Clauses, UDF Clauses and Ad hoc Clauses. Previously selected clauses appear at the top of the list for quick access.

- Clause names cannot be edited once created.

- UDF clauses cannot be deleted to preserve historical integrity.

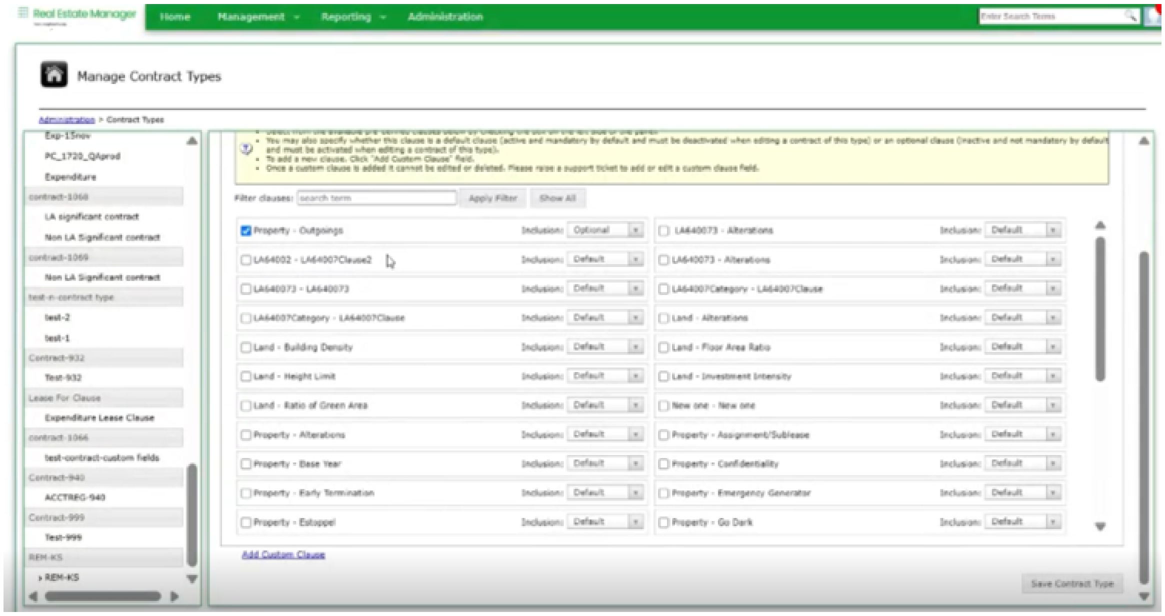
5. Update Clauses and Save Contract Type

    - Use the search bar to quickly locate clauses.

    - Select and apply relevant clauses to the contract type.

    - You can update whether a clause is optional or default for new contracts.

    - Click **Save Contract Type** to apply changes to all new contracts under that type.



6. View Clauses in Contracts

   - Create or open a new contract of the updated contract type.
   - Navigate to the **Clauses** tab.
   - You will see the newly added custom clauses listed under their respective **Clause Category** and **Clause Name**.

The user defined clauses can also be exported via REPIW. The contract file downloaded using **Bulk Import** will display the custom clauses under the appropriate columns (Clause Category and Clause Name).

The user can also run the report to view all custom clauses applied across contracts while choosing relevant fields such as **Clause Category** and **Clause Name** in the **Contract Clauses** data source of **Custom Report Builder**.

Adding Cost Per Gross Rentable Area in Custom Report

The calculation of Cost Per Area for cost categories is supported under the Current Cost section of a contract. The users can also include this metric in Custom Reports, with support for unit conversion and a dual-column format for clarity, giving property managers a powerful metric to evaluate the cost efficiency of their real estate portfolio.

Cost Per Area (P.A.) is calculated using the below formula:

Cost Per Area (P.A.) = Per Annum Cost / Gross Rentable Area

Note:

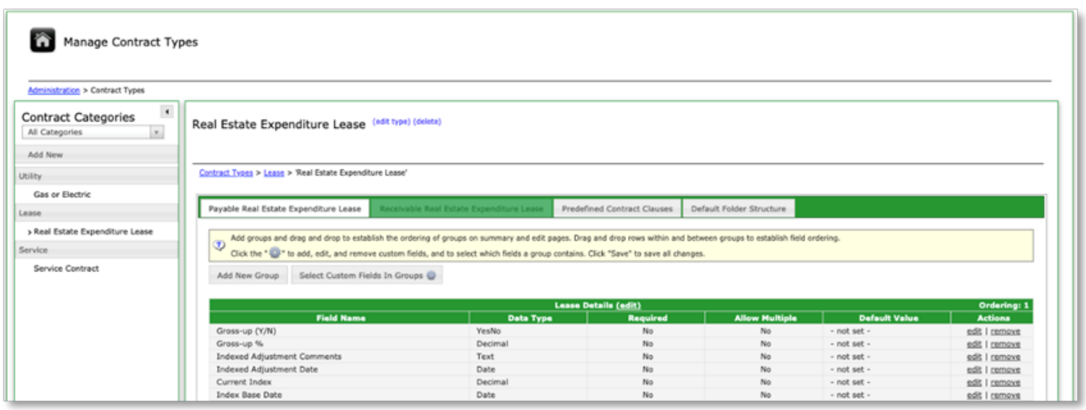
- This formula helps to evaluate cost efficiency per unit of space (e.g., per acre, per sq. ft).
- If Gross Rentable Area is not configured, the Cost Per Area field will appear blank.

The following are the key benefits of generating custom reports with cost per area:

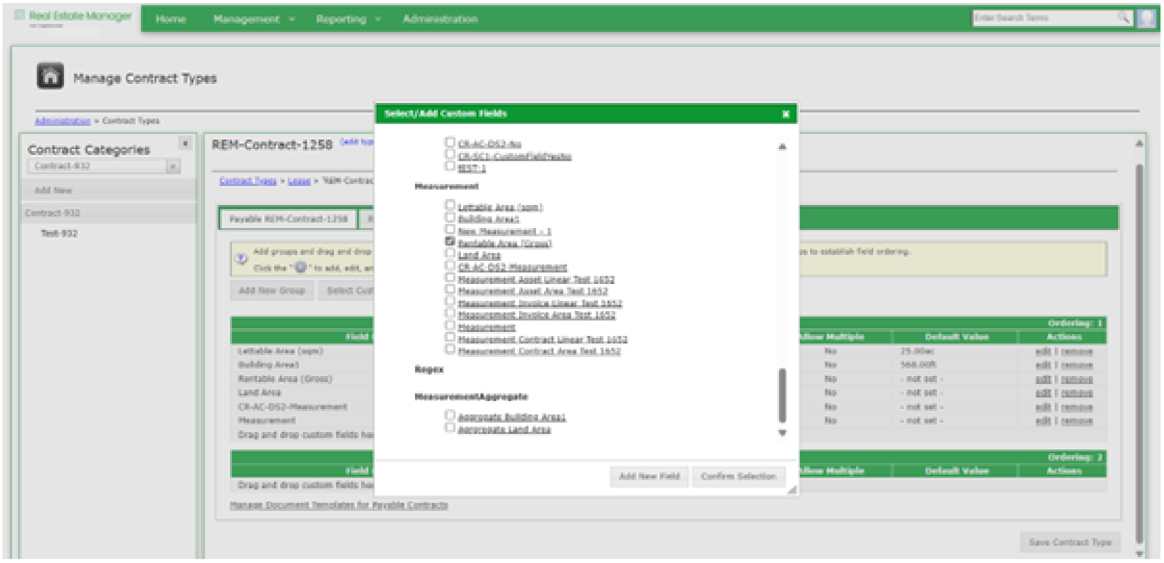
- Enables accurate portfolio-level insights.
- Standardizes cost metrics across properties.
- Improves reporting clarity and usability with dual-column formatting and unit conversion.

Follow the below steps to generate the custom report with Cost Per Area (P.A.):

1. From the Top NavBar, select **Administration** and then click on the **Contract Types** tile.
2. In the Action Panel, click the **Contract Type** you want to add cost per area for and that Contract Type will open up in the workspace.



3. To **Select/ Add Custom Fields**, add or confirm the **Rentable Area (Gross)** under **Measurements**.
4. Save the configurations.

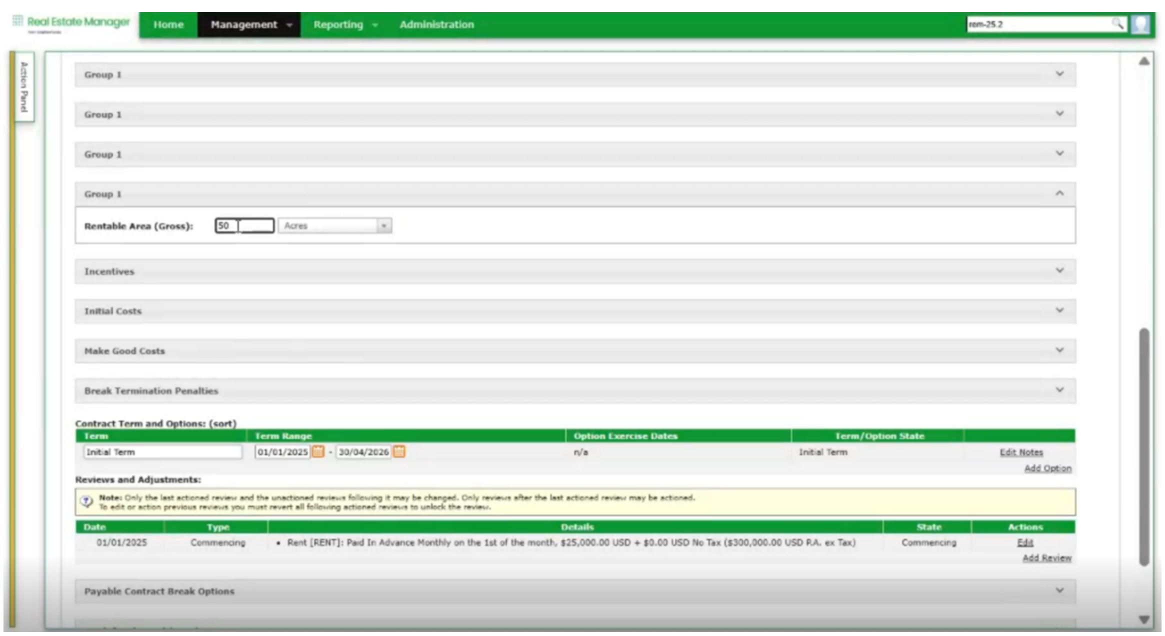


5. Create or import a new contract.

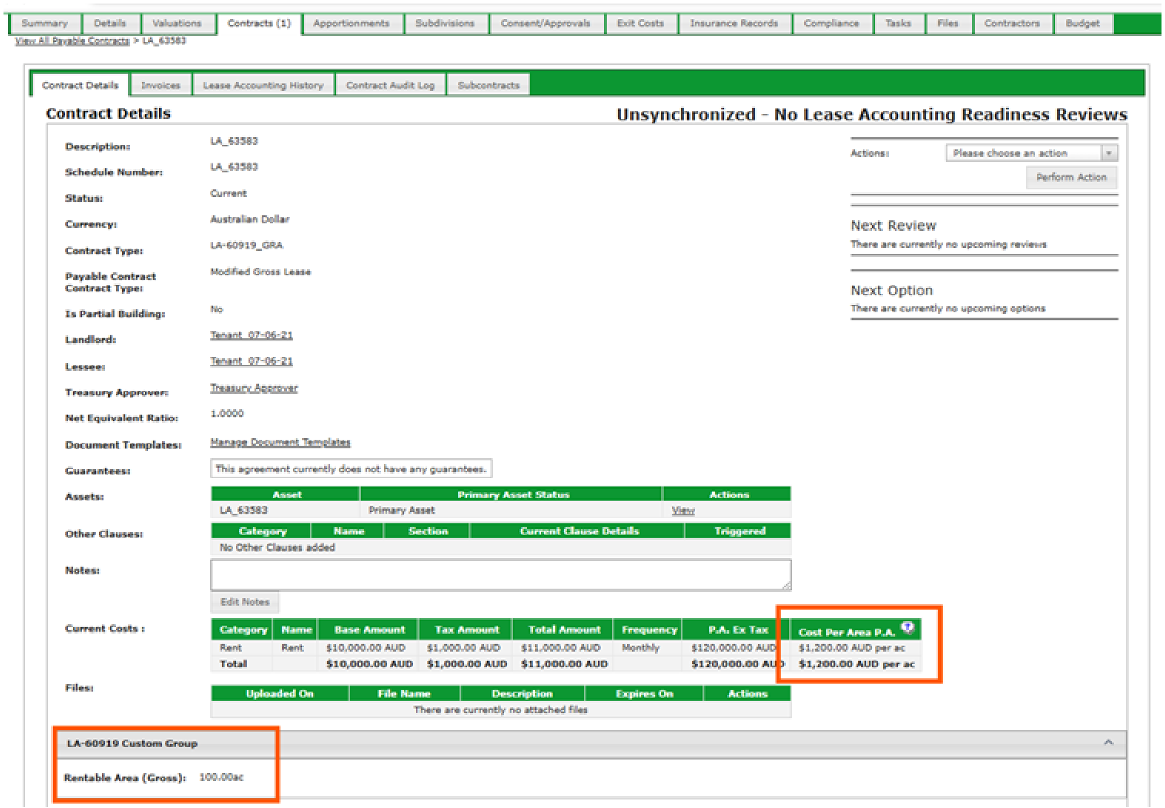
6. If the **Gross Rentable Area** is missing or set to zero, the system will not calculate the **Cost per Area** and a warning message is displayed: “Warning: Missing Data - Rentable area (Gross) is required to calculate the Cost per Rentable Area P.A. Please enter a value.”

7. Enter the **Rentable Area (Gross)** (e.g., 50 acres) and save the contract.

8. The **Cost Per Area** will now be calculated and displayed.



9. After saving, return to the contract page. The **Cost Per Area** field will display the calculated value (e.g., 6000 USD per acre).


Summary
Details
Valuations
Contracts (1)
Apportionments
Subdivisions
Consent/Approvals
Exit Costs
Insurance Records
Compliance
Tasks
Files
Contractors
Budget
View All Payable Contracts > LA_63583
Contract Details
Invoices
Lease Accounting History
Contract Audit Log
Subcontracts
Contract Details
Unsynchronized - No Lease Accounting Readiness Reviews
Description: LA_63583
Schedule Number: LA_63583
Status: Current
Currency: Australian Dollar
Contract Type: LA-60919_GRA
Payable Contract Contract Type: Modified Gross Lease
Is Partial Building: No
Landlord: Tenant_07-06-21
Lessee: Tenant_07-06-21
Treasury Approver: Treasury Approver
Net Equivalent Ratio: 1.0000
Document Templates: Manage Document Templates
Guarantees: This agreement currently does not have any guarantees.
Assets:
Asset
Primary Asset Status
Actions
LA_63583
Primary Asset
View
Other Clauses:
Category
Name
Section
Current Clause Details
Triggered
No Other Clauses added
Notes:
Edit Notes
Current Costs :
Category
Name
Base Amount
Tax Amount
Total Amount
Frequency
P.A. Ex Tax
Cost Per Area P.A.
Rent
Rent
$10,000.00 AUD
$1,000.00 AUD
$11,000.00 AUD
Monthly
$120,000.00 AUD
$1,200.00 AUD per ac
Total
$10,000.00 AUD
$1,000.00 AUD
$11,000.00 AUD
$120,000.00 AUD
$1,200.00 AUD per ac
Files:
Uploaded On
File Name
Description
Expires On
Actions
There are currently no attached files
Actions:
Please choose an action
Perform Action
Next Review
There are currently no upcoming reviews
Next Option
There are currently no upcoming options
LA-60919 Custom Group
Rentable Area (Gross): 100.00ac

Invoice Types

Real Estate Manager allows you to define Invoice Types that have a standard set of Custom Fields. You can define payable and receivable Invoice Types. After you define an Invoice Type, you can define a series of custom fields for a common Payable invoice type such as Water or Electricity, or a common Receivable invoice type such as that for a Tenant who is regularly billed for a particular set of costs.

Administration Workspace and Master Data

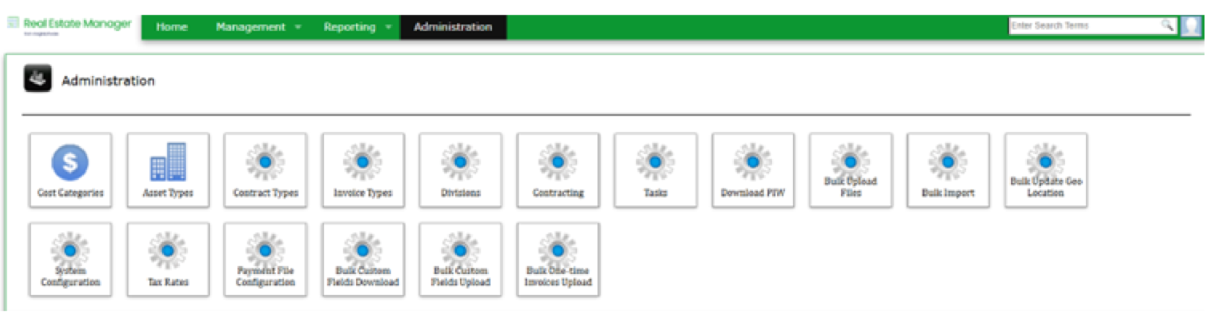
The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data such as cost centers and budgets. You may also then use the Real Estate Portfolio Intake Workbook (REPIW). You may continue to configure your data as your real estate portfolio changes by adding new data structures and removing others. The data that you configure in the Administration workspace is referred to as Master Data because it is available throughout REM.

About Master Data

Master Data is the set of data fields that you define and group under various data structures. For example, in Real Estate Manager you can define different types of invoices and associate specific data fields with each type of invoice. Master Data is unique to each client and must be defined prior to using Real Estate Manager. After the initial set up, Master Data can be edited, new Master Data can be added, and existing Master Data can be deleted. Master Data provides a consistent data structure across your portfolio while allowing for differences among different assets. Master Data makes managing your portfolio easier and more efficient.

Administration Workspace

The Administration workspace allows you to create and manage your Master Data in the system. To access the Administration workspace, from the Top NavBar, click Administration.



The Administration workspace tiles provide access to functions used to configure the Master Data as listed in the following table.

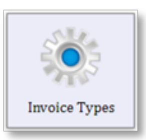
Management Tiles	Description
Cost Categories	Data related to any payable or receivable associated with an asset.
Asset Types	Organizes assets into categories that group different types of assets.

Management Tiles	Description
Contract Types	Organizes contracts or agreements into groups that have similar characteristics.
Invoice Types	Organizes invoices (either payable or receivable) into groups.
Divisions	Defines your business structure along with the associated accounting codes.
Contracting	Defines the types contractors and any related certifications.
Tasks	Links users with tasks for Assets.
Bulk Import	Imports contract files in bulk.
Bulk One-time Invoices Upload	Uploads one-time payable invoices in bulk.

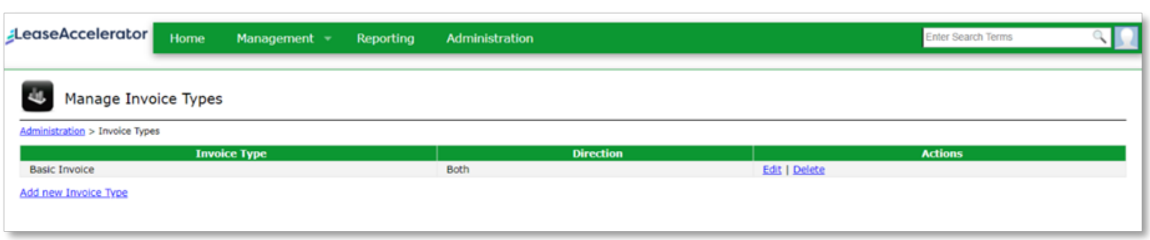
Adding an Invoice Type and Custom Field Groups

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

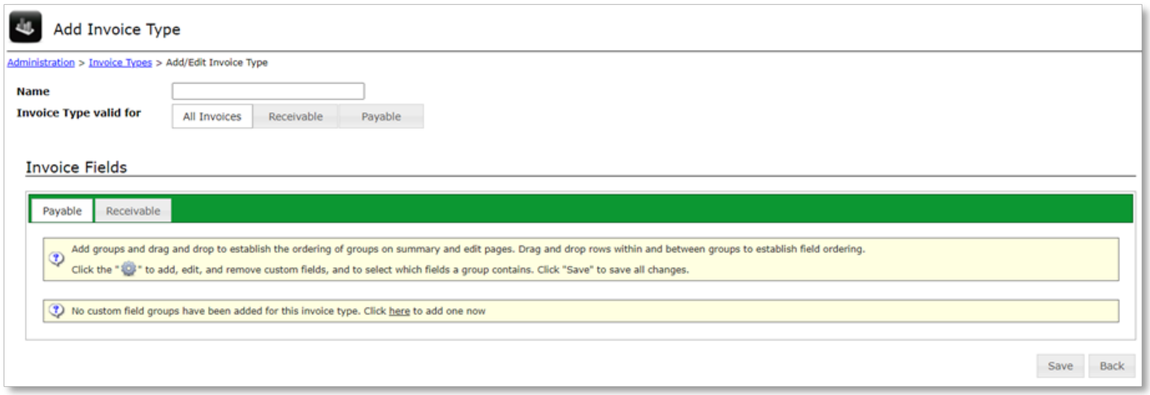
2. Click the Invoice Types tile and the workspace opens.



3. From the Invoice Types workspace, click the **Add new Invoice Type** link.

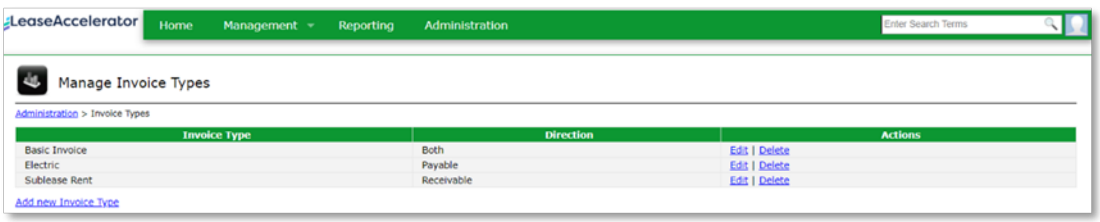


4. Enter a label for the Invoice Type in the Name field.

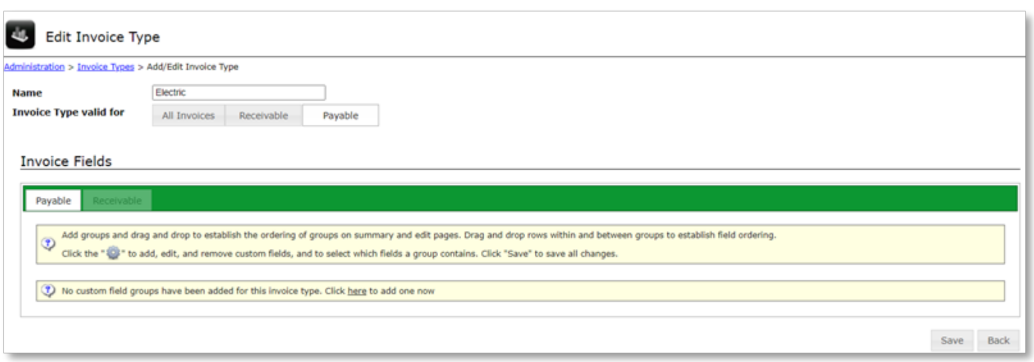


5. Click the appropriate Invoice Type valid for tab:
   a. **All Invoices** – The Invoice Type is available for use as both a payable and a receivable.
   b. **Receivable** – The Invoice Type is used only for invoices for which you receive payment.
   c. **Payable** – The Invoice Type is used only for invoices that you pay.

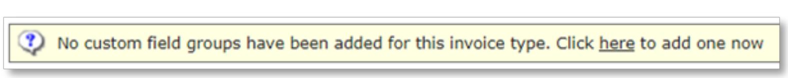
6. Click **Save**. The Invoice Type displays on the Invoice Types workspace.



7. To add Custom Fields to the Invoice Type, click the **Edit** link for the appropriate Invoice Type.

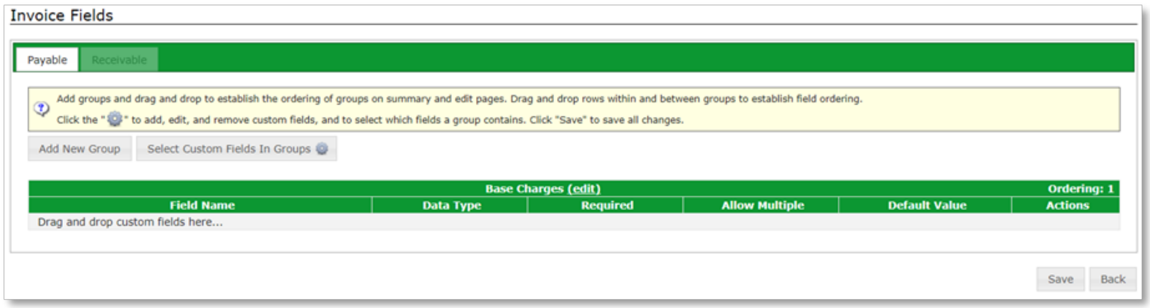


8. Custom fields are organized into Custom Field Groups. To create the first custom field Group, click the **here** link.



9. In the Add New Custom Field Group pop-up, enter a name in the New Group Caption field.

10. Click **Okay**. The Custom Field Group displays on the Invoice Types workspace.



11. After the first Custom Field Group has been added, the Add New Group and Select Custom Fields in Groups buttons display to allow you to add more Custom Field Groups or associated Custom Fields with each Custom Field Group.

12. Click **Save**.

13. To create additional Custom Field Groups, click **Add New Group** and repeat steps 9-10.

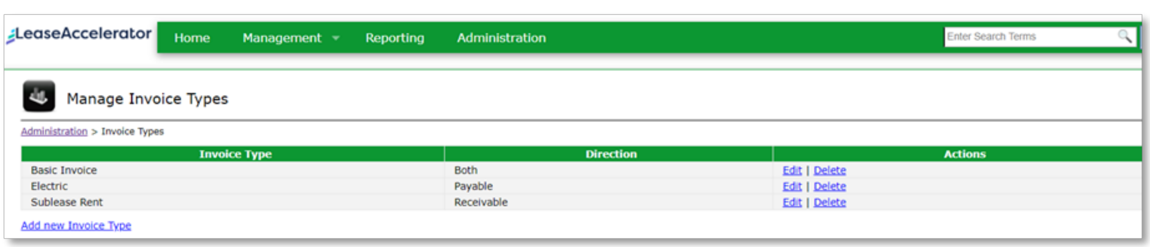
14. Click **Save**. You can now begin to associate Custom Fields with each Custom Field Group.

Editing an Invoice Type

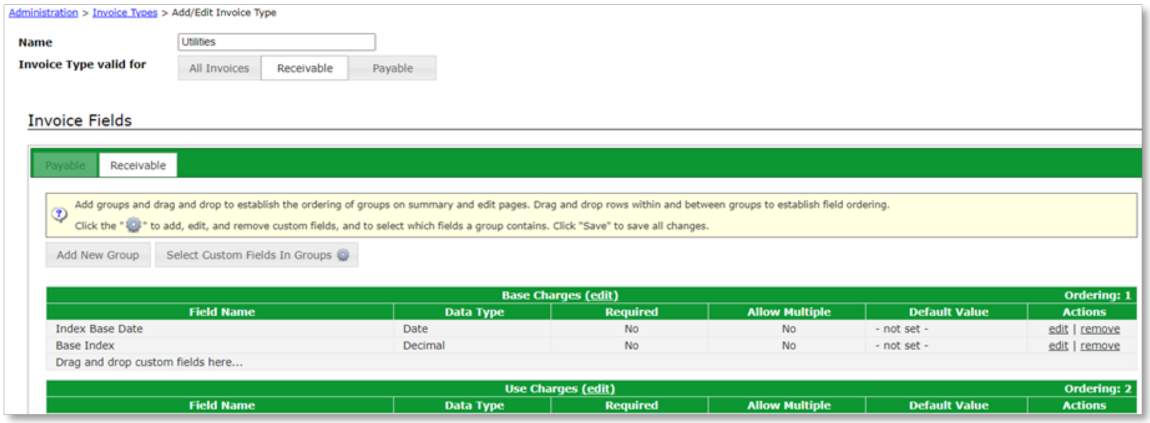
After an Invoice Type is created, you can edit the name of the Invoice Type, change whether the Invoice Type applies to Receivables, Payables, or All Invoices, and add, edit, or delete Custom Fields.

1. From the Top NavBar, select **Administration**.

2. Click the **Invoice Types** tile and the workspace opens.



3. Click the **Edit** link next to the Invoice Type for which you want to edit.



4. In the Name field, edit the label for the Invoice Type.

5. To change the identification of the Invoice Type as All Invoices, Payable, or Receivable, click the appropriate tab to highlight the identifier you want to use.

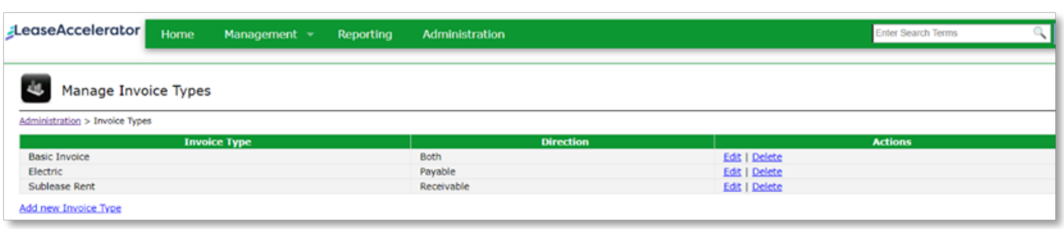
> **Note:** The tabs available for selection depend on whether the Contract Type was defined for All Invoices, Payables, and/or Receivables. If the Invoice Type was created only for Payable Invoices, the Receivable tab will not be activated and available for selection.

6. Click **Save**. The Invoice Type is updated.

Deleting an Invoice Type

1. From the Top NavBar, select **Administration**.

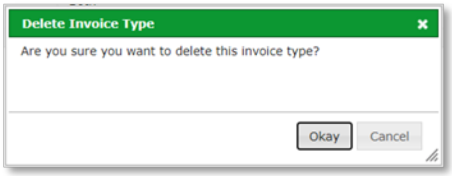
2. Click the **Invoice Types** tile and the workspace opens.



3. Click the **Delete** link next to the Invoice Type you want to delete.

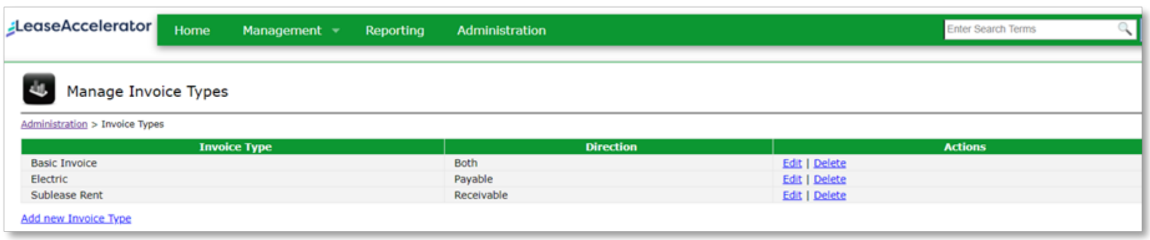
4. Click **Okay** to delete the Invoice Type. The Invoice Type is removed from the Invoice Type

workspace.

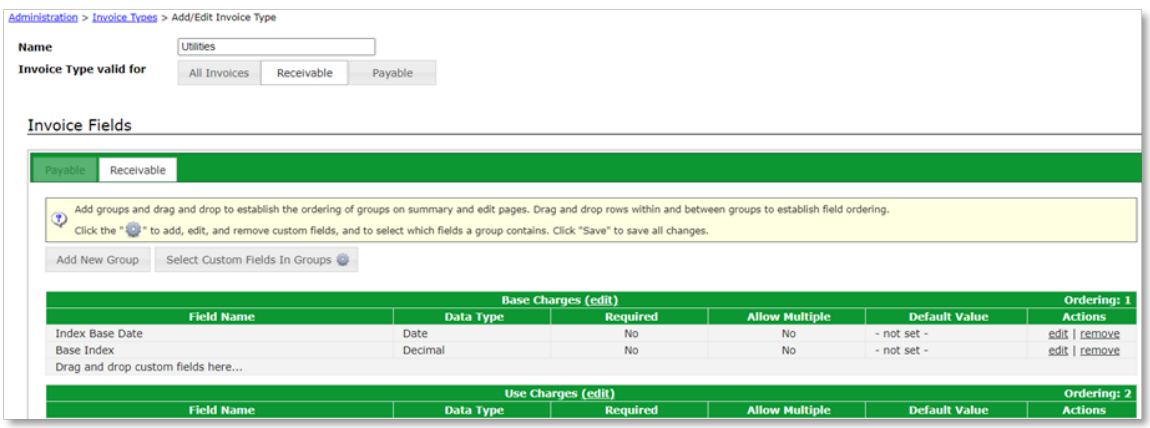


Editing a Custom Field Group

1. Click the **Invoice Types** tile and the workspace opens.



2. Click the **Edit** link next to the Invoice Type for which you want to edit a Custom Field Group.

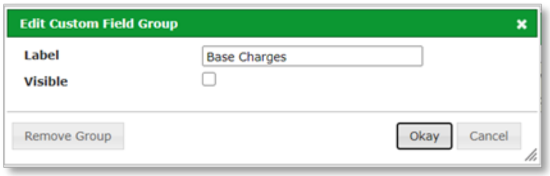


3. Click the appropriate tab as follows:

   a. **Payable** – The new Contract Category is available to contracts that you pay.

   b. **Receivable** – The new Contract Category is available to contracts for which you are paid.

4. Click the **edit** link next to the Custom Field Group you want to edit. The Edit Custom Field Group pop-up opens.

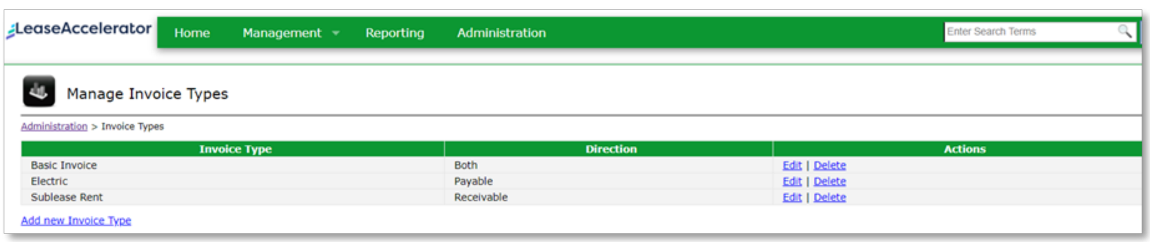


5. In the Label field, edit the name of the Custom Field Group.
6. Click the **Visible** checkbox to display the Custom Field Group on the Invoice or click the Visible checkbox to remove a checkmark to prevent display of the Custom Field Group on the Contract.
7. Click **Okay**. The Custom Field Group is updated.
8. Click **Save** to save the updates to the Custom Field Group.

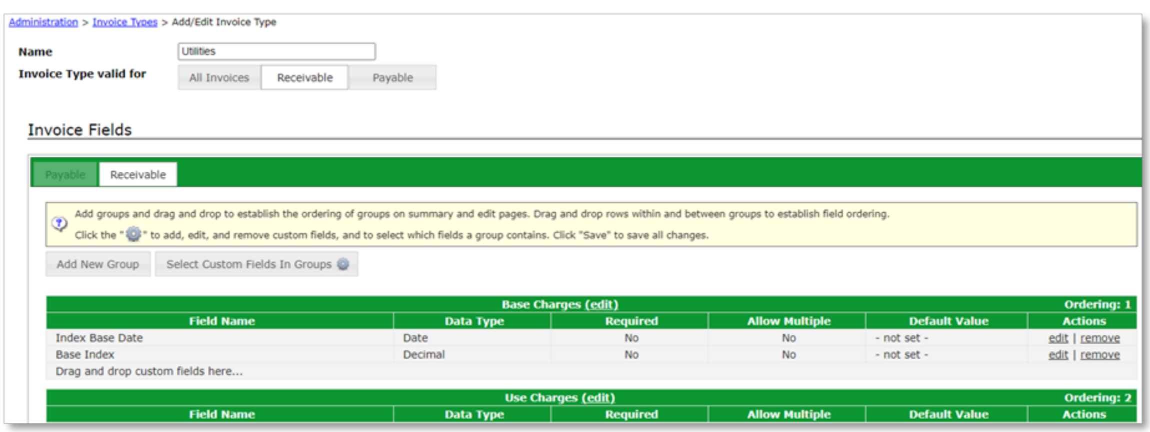
Deleting a Custom Field Group

A Custom Field Group can be deleted. When a Custom Field Group is deleted, all Custom Fields assigned to it are also deleted.

1. From the NavBar, select Administration.
2. Click the **Invoice Types** tile and the workspace opens.



3. Click the **Edit** link next to the Invoice Type for which you want to delete a Custom Field.



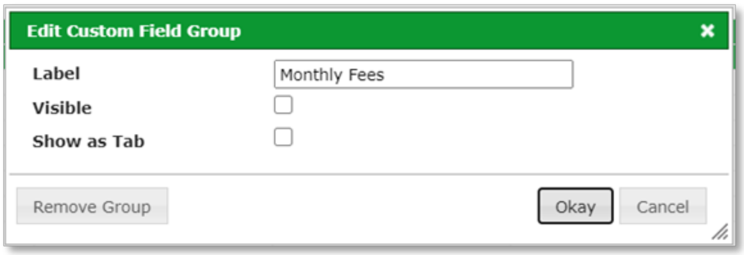
4. Click the appropriate tab as follows:

a. **Payable** – The new Contract Category is available to contracts that you pay.

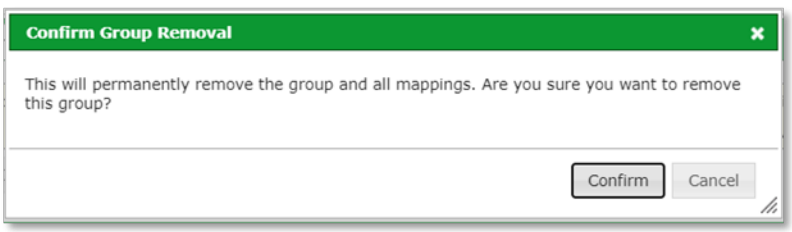
b. **Receivable** – The new Contract Category is available to contracts for which you are paid.

5. Click the **edit** link next to the Custom Field Group you want to delete.

6. To delete the Custom Field Group, click **Remove Group**.



7. Click **Confirm**. The Custom Field Group no longer displays.



8. Click **Save** to update the Invoice Type.

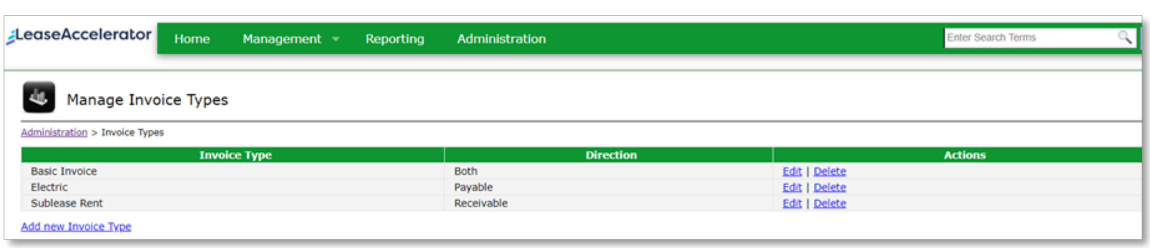
Adding Custom Fields for an Invoice Type Custom Field Group

Real Estate Manager provides a set of default Custom Fields that you can associate with an Invoice Type. See Appendix: Default Custom Fields for a list of Default Custom Fields and how to configure them. You can also create Custom Fields, which is discussed in the subsequent section.

To learn more about the default custom fields available with Real Estate Manager, view Default Custom Fields.

1. From the NavBar, select Administration.

2. Click the **Invoice Types** tile and the workspace opens.



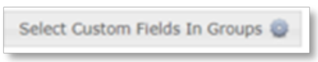
3. Click the **Edit** link for the Invoice Type for which you want to add Custom Fields.

4. Click the appropriate Invoice Type valid for tab:

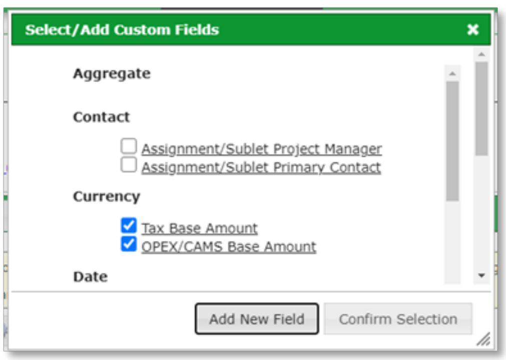
   a. **Receivable** – The Invoice Type is used only for invoices for which you receive payment.

   b. **Payable** – The Invoice Type is used only for invoices that you pay.

5. Click the **Gear** icon and the Select/Add Custom Fields pop-up opens.



6. Click the checkbox(es) for the Custom Fields you want to add to a Custom Field Group.



7. Click **Confirm Selection**. The selected Custom Fields display on the Edit Invoice Type workspace. All selected Custom Fields automatically display under the first Custom Field Group.

   Note: A Custom Field can only be associated with one Custom Field Group.

8. Columns at the top of each Custom Field Group show information about the Custom Fields:

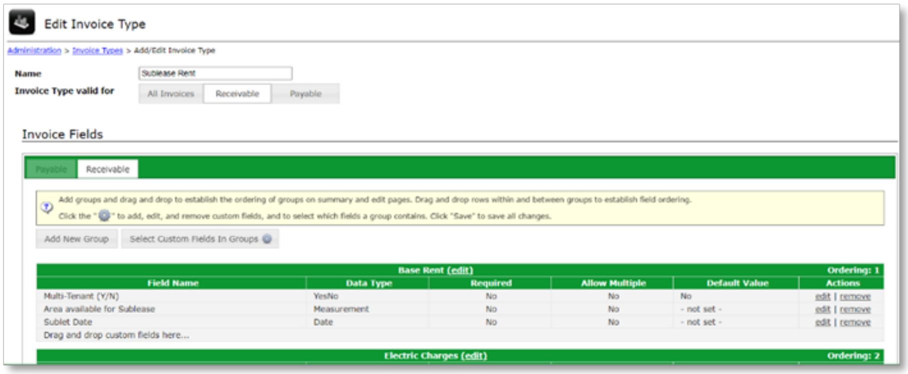
   a. Field Name – label for the field

   b. Data Type – type of information and format for the data

   c. Required – whether the field is required to have at least one value entered

   d. Allow Multiple – whether more than one value is permitted to be entered

   e. Default Value – value that automatically fills the field



9. To move a Custom Field to another Custom Field Group, drag and drop the Custom Field to the location within the Custom Field Group.

10. To order the Custom Fields within a Custom Field Group, drag and drop a Custom Field within the Custom Field Group.

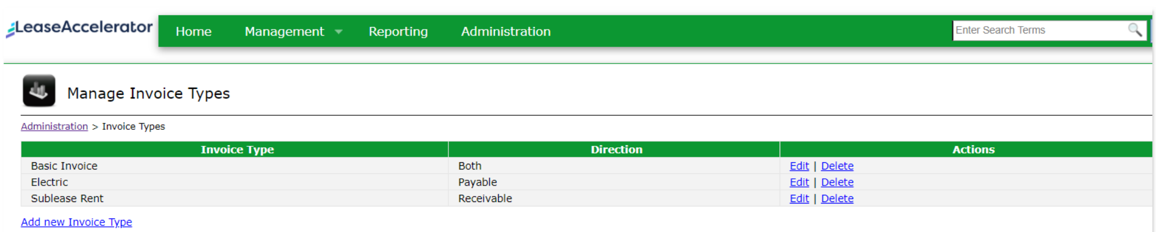
11. Click **Save** to save the Custom Fields you added to the Invoice Type.

Creating Custom Fields for an Invoice Type

To learn more about the default custom fields available with Real Estate Manager, view Default Custom Fields.

1. From the NavBar, select **Administration**.

2. Click the Invoice Types tile and the workspace opens.



3. Click the **Edit** link next to the Invoice Type for which you want to create a new Custom Field.

4. Click the appropriate Invoice Type valid for tab:

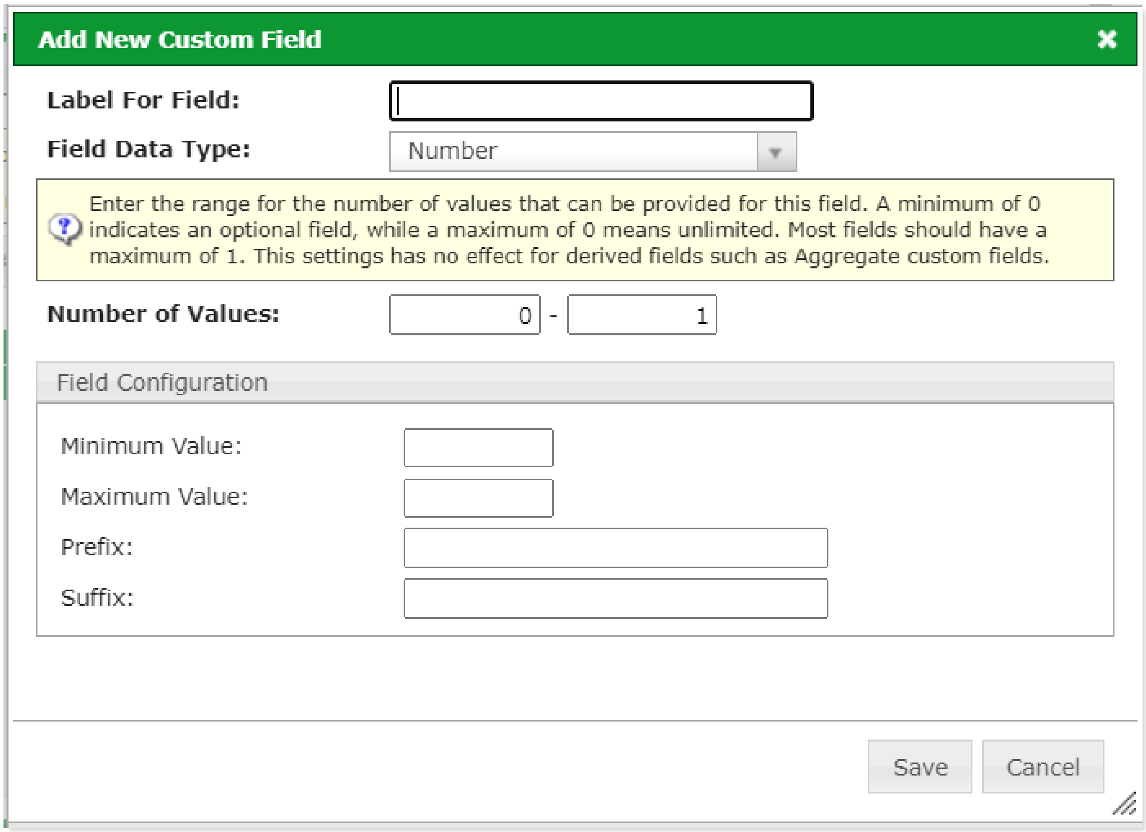
   a. **Receivable** – The Invoice Type is used only for invoices for which you receive payment.

   b. **Payable** – The Invoice Type is used only for invoices that you pay.

5. Click the **Gear** icon. 

6. In the Select/Add Custom Fields pop-up, click **Add New Field**.

7. From the Add New Custom Field pop-up, enter a name for the New Custom Field in the Label for Field data field.



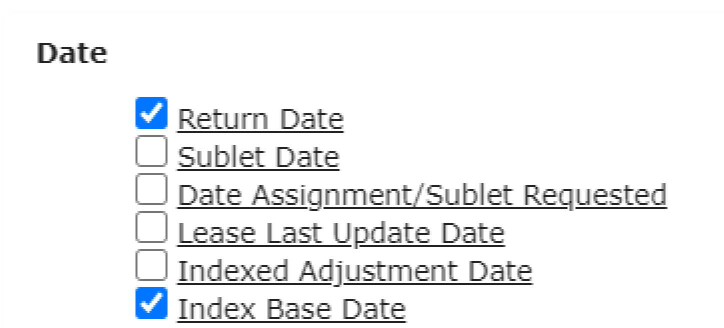
8. From the Field Data Type drop-down, select the type of data to be entered:

- **Aggregate** – combines data at the parent level for all child levels for a specific data field
- **Contact** – information for a person
- **Currency** – type of currency used
- **Date** – date related to the transaction
- **Decimal** – formats numbers that use decimals
- **Lookup** – provides a list of values for selection
- **Number** – numerical characters
- **Text** – alpha/numerical characters

- **YesNo** – binomial response is the only available selection for the field
- **Measurement** – reflects size
- **Regex** – regular expression
- **MeasurementAggregate** – combines measurement data at the parent level for all child levels

9. In the Number of Values field, enter minimum and maximum number of values that can be entered.
   a. A minimum of 0 (zero) indicates that the Custom Field is optional and not a required field. Enter at least 1 to make the Custom Field a required field.
   b. A maximum of 0 (zero) indicates that the number of values is unlimited. Most Custom Fields should have a maximum value of 1.
10. The Field Configuration section defines acceptable values for input. The Field Configuration differs depending on the Field Data Type selected. See Configurations for Custom Fields in the Appendix that describes each Field Configuration and the options available for each.
11. From the Add New Custom Field pop-up click **Save** to save the new Custom Field and the configuration settings.
12. Click the checkbox for the new Custom Field that displays in the appropriate section on the Select/Add Custom Fields pop-up

> **Note:** Add a new Custom Field does not automatically associate the Custom Field with the Invoice Type. You must click the checkbox for the new Custom Field on the Select/Add Custom Fields pop-up to associate it with the Invoice Type.

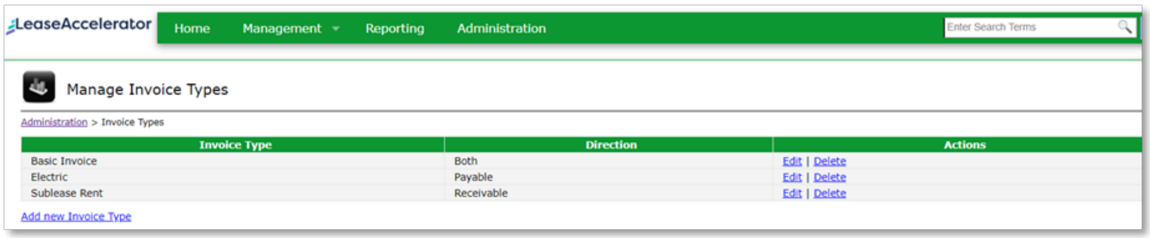


13. From the Select/Add Custom Fields pop-up, click Confirm Selection. The new Custom Field displays on the Edit Invoice Type workspace in the first Custom Field Group and can be moved to any other Custom Field Group.
14. Click **Save** to save the Custom Fields you added to the Invoice Type.

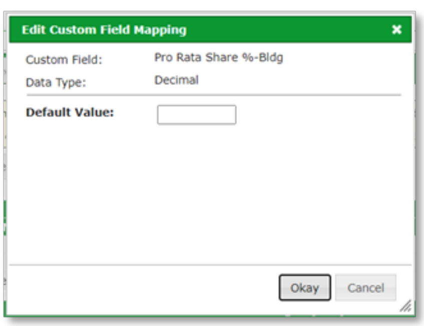
Editing a Custom Field Default Value

After a Custom Field is assigned to a Custom Field Group, you can edit the default value.

1. From the NavBar, select **Administration**.
2. Click the **Invoice Types** tile and the workspace opens.



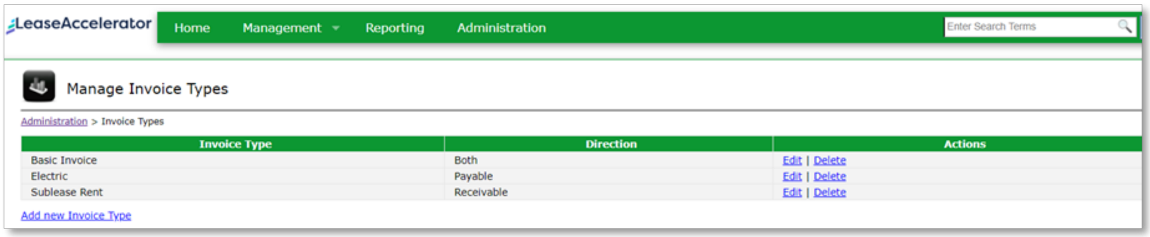
3. Click the **Edit** link next to the Invoice Type for which you want to edit a Custom Field.
4. Click the appropriate tab as follows:
   a. **Payable** – invoices that you pay
   b. **Receivable** – invoices for which you receive payment
5. Click **edit** for the Custom Field you wish to update.
6. Edit the Custom Field default value.



7. Click **Okay**. The default value is saved.
8. Click **Save** to update the Invoice Type.

Deleting a Custom Field

1. From the NavBar, select **Administration**.
2. Click the **Invoice Types** tile and the workspace opens.



3. Click the **Edit** link next to the Invoice Type for which you want to delete a Custom Field.

4. Click the appropriate tab as follows:

    a. **Payable** – invoices that you pay

    b. **Receivable** – invoices for which you receive payment

5. Click the **remove** link in the row for the Custom Field you want to delete.

6. Click **Save** to update the Invoice Type.

Divisions

Real Estate Manager allows you to define your business structure as Divisions and Subdivisions to apportion costs to different Divisions and Subdivisions. You define the apportionment percentages for each Division and Subdivision.

Administration Master Data and Master Data

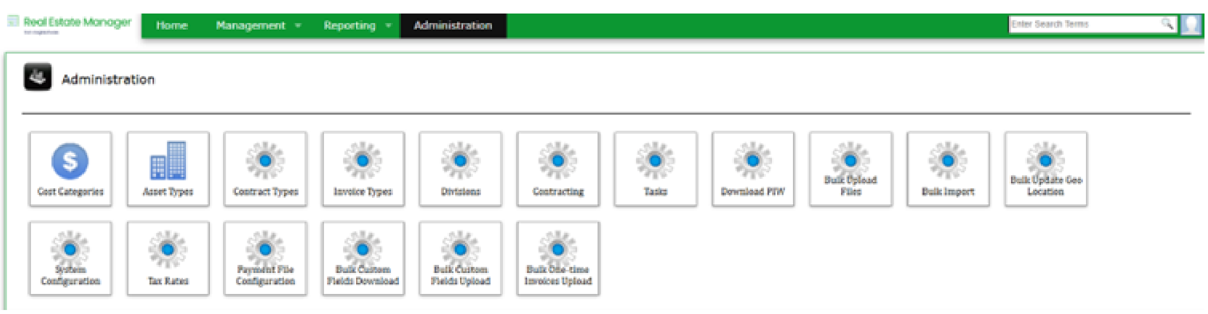
The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data such as cost centers and budgets. You may also then use the Real Estate Portfolio Intake Workbook (REPIW). You may continue to configure your data as your real estate portfolio changes by adding new data structures and removing others. The data that you configure in the Administration workspace is referred to as Master Data because it is available throughout REM.

About Master Data

Master Data is the set of data fields that you define and group under various data structures. For example, in Real Estate Manager you can define different types of invoices and associate specific data fields with each type of invoice. Master Data is unique to each client and must be defined prior to using Real Estate Manager. After the initial set up, Master Data can be edited, new Master Data can be added, and existing Master Data can be deleted. Master Data provides a consistent data structure across your portfolio while allowing for differences among different assets. Master Data makes managing your portfolio easier and more efficient.

Administration Workspace

The Administration workspace allows you to create and manage your Master Data in the system. To access the Administration workspace, from the Top NavBar, click Administration.



The Administration workspace tiles provide access to functions used to configure the Master Data as listed in the following table.

Management Tiles	Description
Cost Categories	Data related to any payable or receivable associated with an asset.
Asset Types	Organizes assets into categories that group different types of assets.
Contract Types	Organizes contracts or agreements into groups that have similar characteristics.

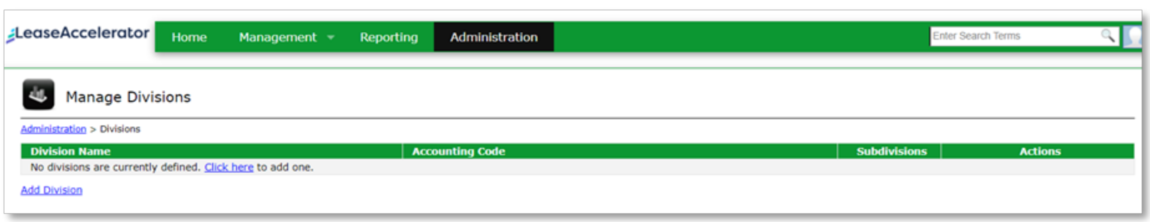
Management Tiles	Description
Invoice Types	Organizes invoices (either payable or receivable) into groups.
Divisions	Defines your business structure along with the associated accounting codes.
Contracting	Defines the types contractors and any related certifications.
Tasks	Links users with tasks for Assets.
Bulk Import	Imports contract files in bulk.
Bulk One-time Invoices Upload	Uploads one-time payable invoices in bulk.

Adding a Division and Subdivision

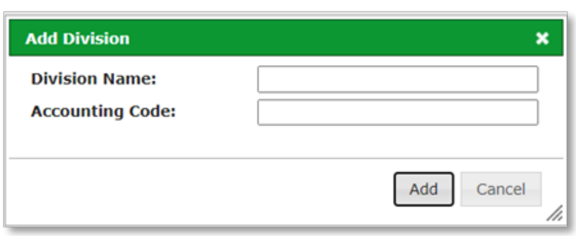
1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the **Divisions** tile and the workspace opens.

3. To add a Division, click the **Click here** or **Add Division** link.

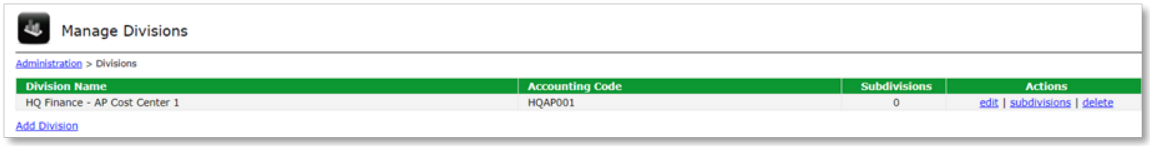


4. Enter a label for the Division in the Division Name field.

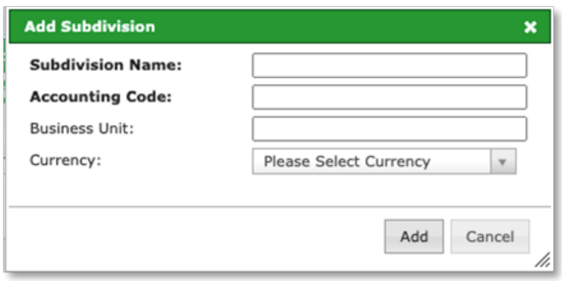


5. Enter an identifier in the Accounting Code field.

6. Click **Add**. The Division added displays in the Divisions workspace.



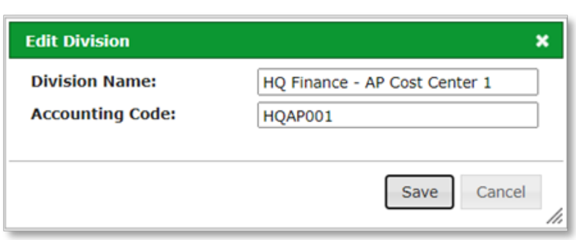
7. To add a Subdivision, click the **subdivisions** link.
8. Click the **Click here** or **Add Subdivisions** link.
9. Enter a label for Subdivision in the Subdivision Name field.



10. Enter an identifier in the Accounting Code field.
11. Optionally, enter a label in the Business Unit field.
12. Optionally, select a currency from the Currency drop-down.
13. Click **Add**.
14. Click **Close** and your Division and Subdivision have been added.

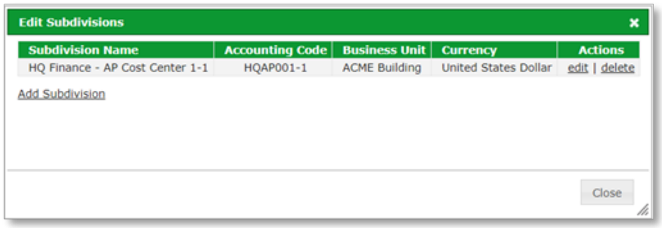
Editing a Division or Subdivision

1. From the Top NavBar, select **Administration**.
2. Click the **Divisions** tile and the workspace opens.
3. To edit a Division, click **edit** for the Division you wish to edit.



4. Update the data as needed and click **Save**.

5. To edit a Subdivision, click **Subdivisions** for the Division you wish to edit the Subdivision.

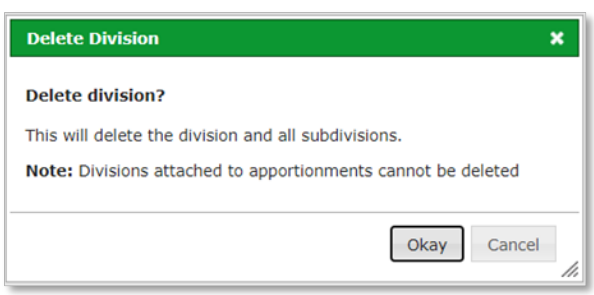


6. In the pop-up, click **edit** again for the particular Subdivision you wish to edit.
7. Update the data as needed and click **Save**.
8. Click **Close** and the Subdivision and Division are updated.

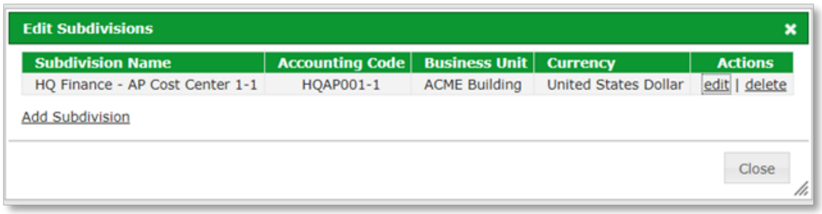
Deleting a Division or Subdivision

1. From the Top NavBar, select **Administration**.
2. Click the **Divisions** tile and the workspace opens.
3. Click the **Delete** link next to the Division you want to delete.
4. Click **Okay** to delete the Division.

> **Note:** Divisions attached to apportionments cannot be deleted. When a Division is deleted, all Subdivisions are also deleted.

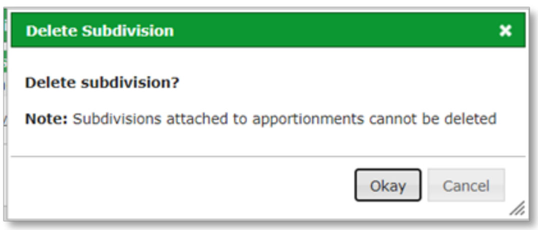


5. To delete a Subdivision, click **subdivision** link.
6. Click **delete** for the Subdivision you wish to delete.



7. Click **Okay** to delete the Subdivision.

> **Note:** Subdivisions attached to apportionments cannot be deleted.

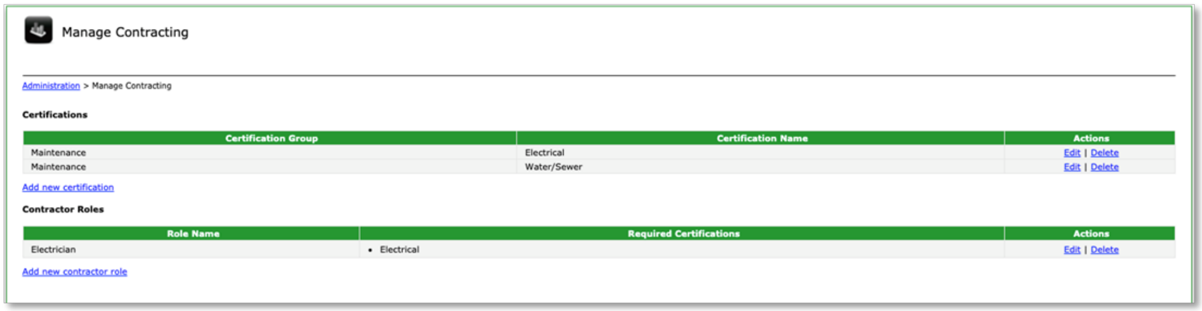


8. Click **Close**.

Contracting

The Contracting function allows you to create and maintain information about Certifications and Contractor Roles using the Contracting workspace. REM also allows you to link Certifications required for specific Contractor Roles.

learn more about Master Data and the Administration Workspace.



Adding a Certification Group

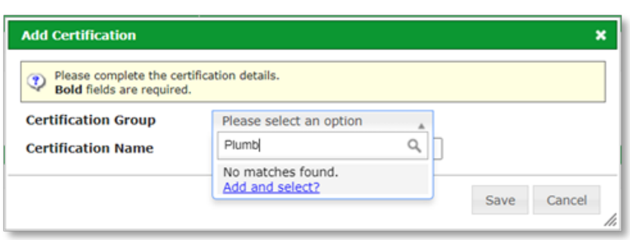
Certifications are maintained in Certification Groups and multiple Certifications can be added to each Certification Group. A Certification must be assigned to a Certification Group.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the **Contracting** tile and the workspace opens.

3. To add a Certification Group, click the **Add New Certification** link.

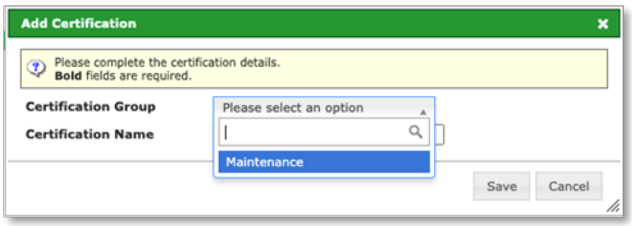
4. Enter a name in the Certification Group field. If the Certification Group doesn't exist, you may click **Add and select?** to create the new group.



5. Click **Save**. The Certification Group displays on the Contracting workspace.

Adding a Certification

1. From the Top NavBar, select **Administration**.
2. Click the **Contracting** tile and the workspace opens.
3. Click the **Add New Certification** link.
4. From the Certification Group drop-down, select the Certification Group to which you want to Assign the Certification.



5. Enter a name in the Certification Name field.
6. Click **Save**. The Certification displays with the appropriate Certification Group.

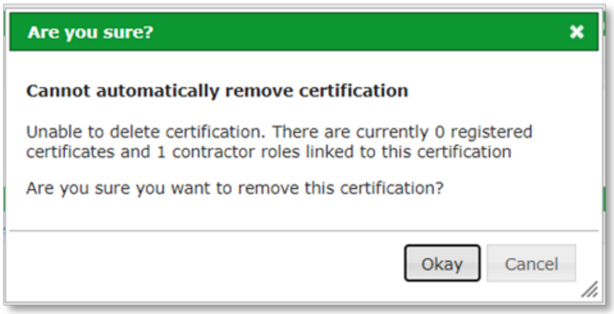
Editing a Certification

1. From the Top NavBar, select **Administration**.
2. Click the **Contracting** tile and the workspace opens.
3. Click the **Edit link** for the Certification you want to edit.
4. In the Edit Certification pop-up, update information as necessary.
5. Click **Save**.

Deleting a Certification

1. From the Top NavBar, select **Administration**.
2. Click the **Contracting** tile and the workspace opens.
3. Click the **Delete** link for the Certification you want to delete.
4. If the Certification is not registered with a Contract or assigned to a Contractor Role, the Certification is removed.
5. If the Certification is registered with a Contract or assigned to a Contractor Role, a pop-up will appear asking if you are sure you want to delete. Within the pop-up, you will be informed of how

many registered certificates and contractor roles are linked to the certification.



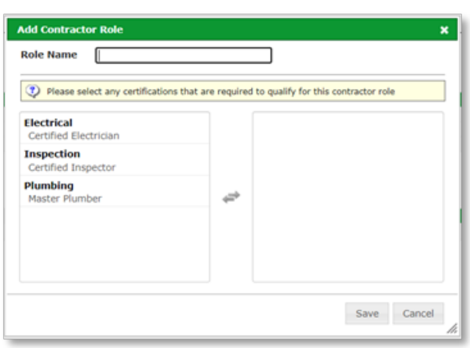
6. If you still want to remove the certification, click **Okay**.

Adding a Contractor Role and Assign a Certification

A Contractor Role is used to group related Certifications.

1. From the Top NavBar, select **Administration**.
2. Click the **Contracting** tile and the workspace opens.
3. To add a Contractor Role, click the **Add new contractor role** link.
4. Enter a label for the Contractor Role in the **Role Name** field.

> **Note:** Certifications that have been defined are listed on the left of the Add Contractor Role pop-up. Certifications that have been assigned to the Contractor Role are listed on the right of the Add Contractor Role pop-up.

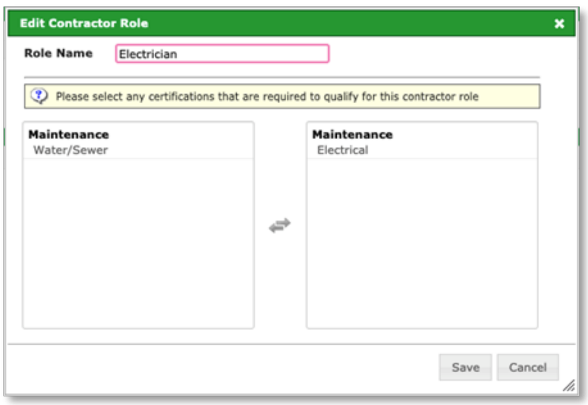


5. To assign a Certification to the Contractor Role, click the appropriate Certification on the left side. The selected Certification will display on the right side.
6. Click **Save** and the new Contractor Role along with the required certifications will display.

Editing a Contractor Role

After you add a Contractor Role and assign Certifications, you can add more Certifications or remove Certifications and change the Contractor Role name.

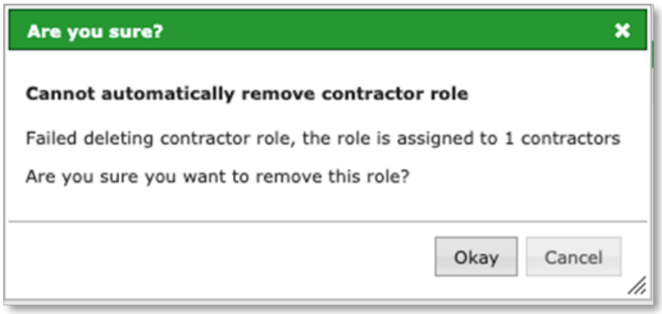
1. From the Top NavBar, select **Administration**.
2. Click the **Contracting** tile and the workspace opens.
3. To edit a Contractor Role, click the **Edit** link.
4. Edit the Role Name as necessary or add additional Certifications.



5. Click **Save** and the Contractor Role will be updated.

Deleting a Contractor Role

1. From the Top NavBar, select **Administration**.
2. Click the **Contracting** tile and the workspace opens.
3. To delete a Contractor Role, click the **Delete** link.
4. If the Contractor Role is assigned to a Contact, you will receive a pop-up asking if you are sure you want to delete. The pop-up will indicate how many contractors are assigned this particular Contractor Role. If you proceed to delete, those Contractors will no longer have a valid Contractor Role assigned to them.



5. Click **Okay** to delete the Contractor Role or Cancel to abort.

Tasks

The Tasks feature in Administration allows you to link specific users with Tasks for assets. Tasks can be defined for an Asset in order to track activities that are associated with a particular asset. The Task tab within an Asset allows you to define, record and track tasks that are specifically tied to an asset and contract. Using Tasks, Real Estate Manager may be used to ensure that deadlines are managed throughout the portfolio.

The Administration Workspace and Master Data

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About Master Data

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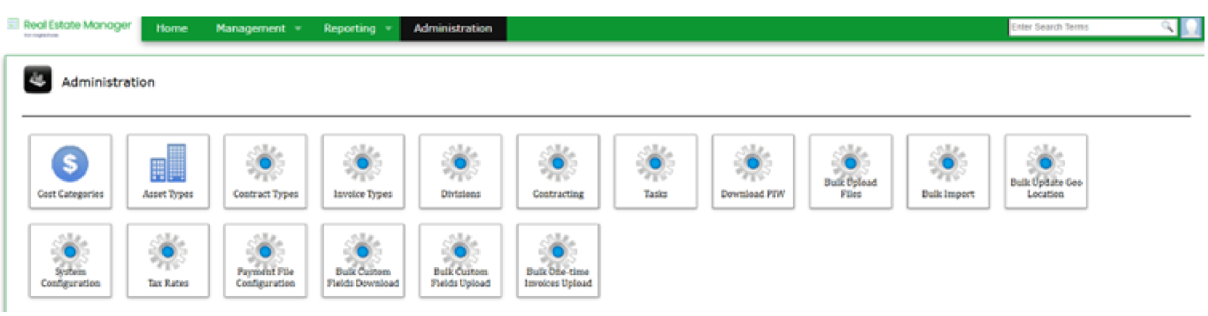
Administration Workspace

The Administration workspace allows you to create and manage your Master Data in the system. To access the Administration workspace, from the Top NavBar, click Administration.



The Administration workspace tiles provide access to functions used to configure the Master Data as listed in the following table.

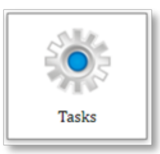
Management Tiles	Description
Cost Categories	Data related to any payable or receivable associated with an asset.

Management Tiles	Description
Asset Types	Organizes assets into categories that group different types of assets.
Contract Types	Organizes contracts or agreements into groups that have similar characteristics.
Invoice Types	Organizes invoices (either payable or receivable) into groups.
Divisions	Defines your business structure along with the associated accounting codes.
Contracting	Defines the types contractors and any related certifications.
Tasks	Links users with tasks for Assets.
Bulk Import	Imports contract files in bulk.
Bulk One-time Invoices Upload	Uploads one-time payable invoices in bulk.

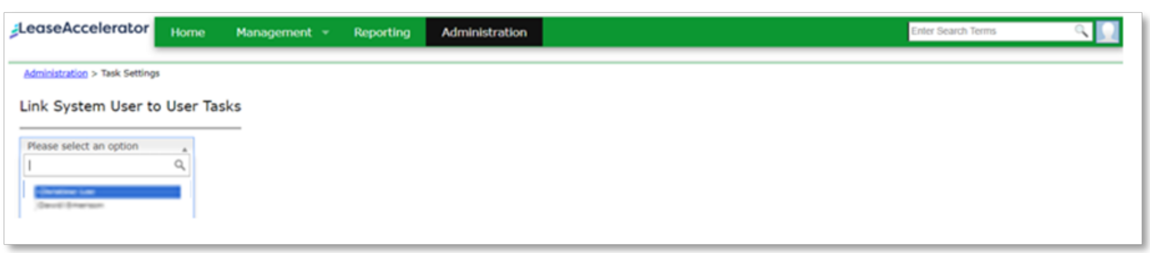
Linking Users for Tasks

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Tasks tile and the workspace opens.



3. From the Link System User to User Tasks drop-down, select the user you want to link to the Tasks function.



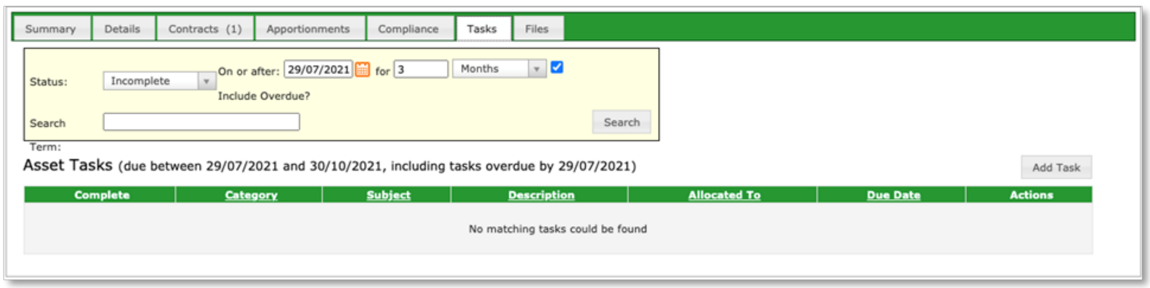
4. Click **Link User**. The user will be available to assign to a Task added for an Asset.

Tasks Tab within an Asset

The Tasks tab within an Asset allows you to define Tasks, assign them to a specific person, and establish a schedule for them. It is within this workspace where all current, non-completed tasks are presented. The assignor of the task can choose to notify assignee of the task via an email notification when a new task is added or any existing task is edited, deleted, or reassigned to a different user. It is here where you can add a new task, mark a current task complete, edit a current task, delete a current task, search for tasks, or reorder the task list. Tasks that have already been marked as complete can be accessed here as well.

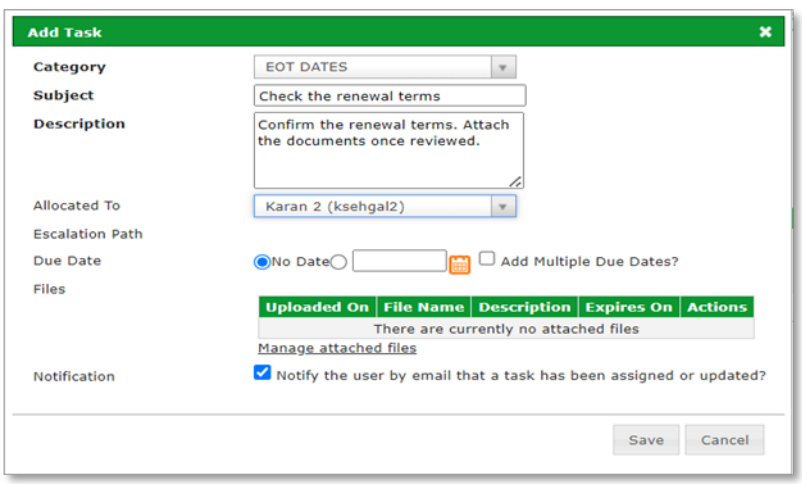
Adding a Task

1. From the Top NavBar, select Management, then select Assets to open the Asset workspace.
2. In the Action Panel, click the Expand Tree icon to display the Asset for which you want to add a Task and click the Asset.
3. Click the Tasks tab.



4. Click **Add Task**.
5. From the Category drop-down, select the appropriate Category.

> **Note:** As you enter characters in the Category field, Categories that match the characters display.



6. To add a new Category, enter the label in the Category field and click the **Add and select?** link. The new category will be added.
7. Enter a label for the Tasks in the Subject field.
8. Enter information about the Task in the Description field
9. From the Allocated To drop-down, select the person to whom you want to assign the task.

10. To add a new person, enter the name in the Allocated To field and click the **Add and select?** link. The person will be added.

> **Note:** The person you allocate a task to does not have to be a user. Entering staff responsible for tasks can be used by the asset manager for tracking purposes. However, to receive email notifications, the assignee needs to have a valid email address and access to the system.

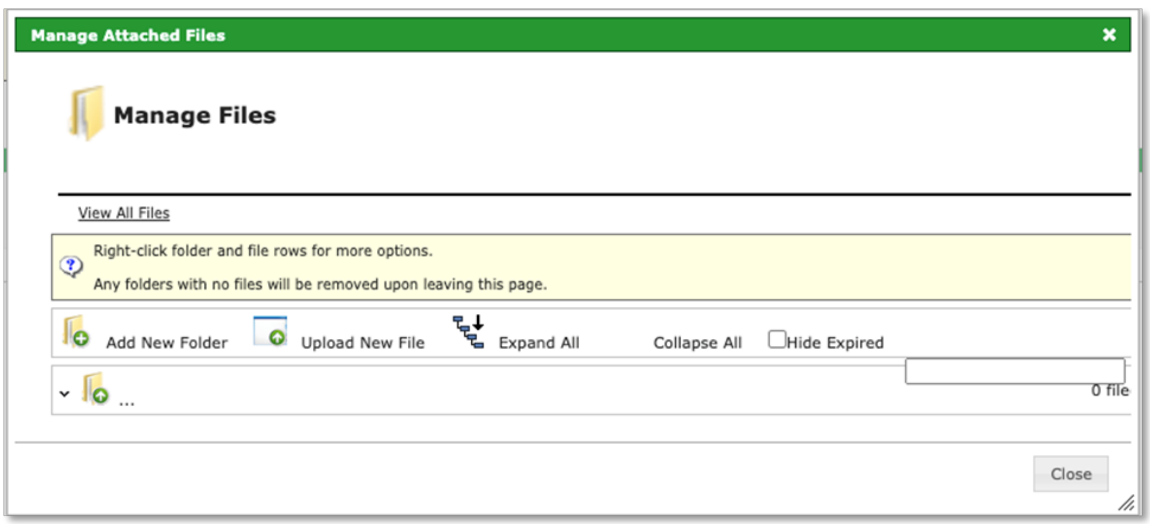
11. To define a Due Date for the tasks, select the appropriate option.

12. Select the No Date radio dial if no date is defined.

13. To define a single due date, click the blank field or the Calendar icon to display the calendar and select the appropriate date.

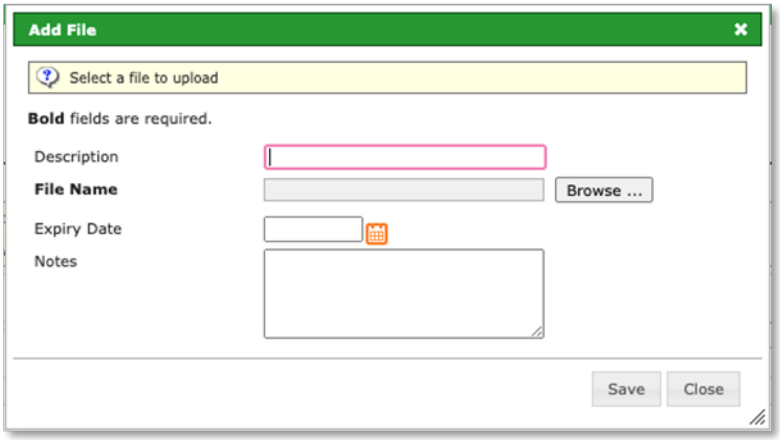
14. To define more than one due date, click the **Add Multiple Due Dates?** checkbox. To enter a start date, click in the blank field or use the Calendar icon to display the calendar and select the appropriate date.

15. To attach a document to the Task, click **Manage Attached files**.



16. Click **Upload New File**.

17. Populate the Description field.



18. Click **Browse** and navigate to the location of the file you want to attach, select the file, and click **Open**. The file displays in the File Name field and message indicates that the upload is complete.

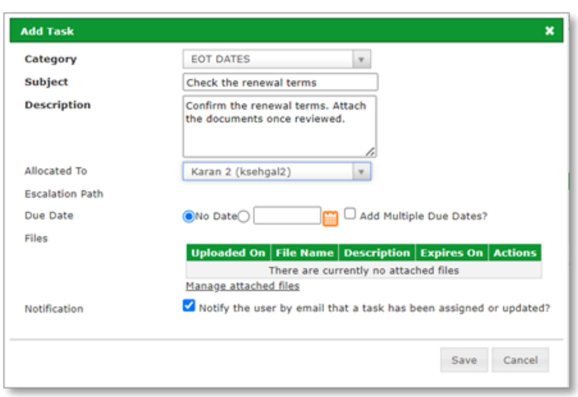
19. To define an expiration date for the file, click in the Expiry Date field or click the Calendar icon to display the Calendar and select the appropriate date.

20. Enter information about the file in the Notes field.

21. Click **Save**.

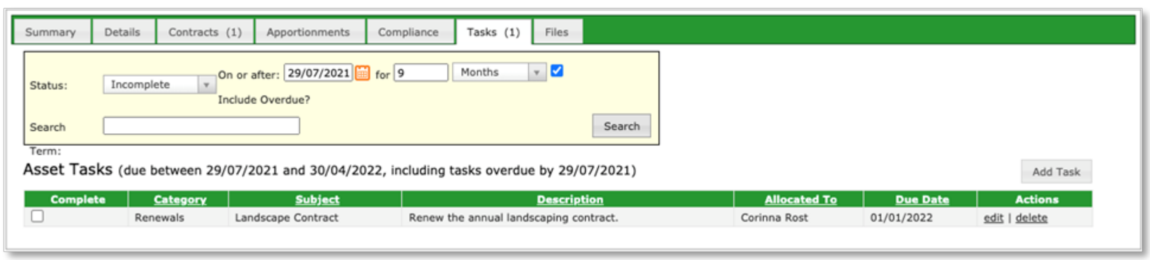
22. Click **Close** in the Manage Files pop-up.

23. To notify the assignee via an email, check the **Notification** box. Users can unsubscribe from notifications by unchecking the Notification box. For any existing task, users will need to manually check the Notification box to receive updates.



24. The email notification will be triggered for the following scenarios:
    a. When a new task is assigned to a user.
    b. When an existing task is reassigned to a different use.
    c. When an existing task is deleted.
    d. When a task is updated or edited.

25. The email will contain the following information:
    a. Subject Line: The subject will indicate the nature of the notification (e.g., "A new task has been assigned", "An existing task has been edited or reassigned", etc.).
    b. Details Included:
        - Category
        - Subject
        - Description
        - Asset details
        - Assignor details
        - URL to the task tab section (Please login to the application before you copy and paste the URL to the browser.)



26. Click **Save** to save the task and it will display.

Searching for a Task

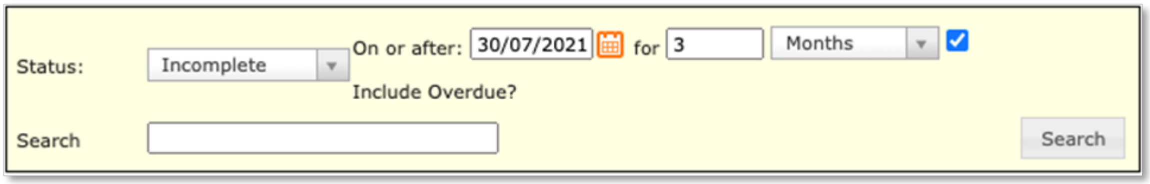
Real Estate Manager allows a user to search for a particular task by due date, status, or subject.

1. From the Top NavBar, select **Management**, then select **Assets** to open the Asset workspace.

2. In the Action Panel, click the **Expand Tree** icon to display the Asset for which you want to add a Task and click the Asset.

3. Click the **Tasks** tab.

4. To search by status, from the Status drop-down, select the status for the tasks you want to display.
    a. **Incomplete** – Task has not been marked completed in REM as of the date entered in the On or after field.
    b. **Complete** – Task has been marked completed in REM.
    c. **Overdue** – Task has not been marked completed in REM and it is past the due date.
    d. **All** – All tasks display with all status values.



5. Click the On or after field or the Calendar icon to display the calendar and select the beginning date for the search.

6. In the going back field, enter the number of periods and select the period from the drop-down to set the range of dates to search from the beginning date.

   > **Note:** To search Tasks, you must select a beginning date and length of time you want to include in the search.

7. To include tasks that are overdue in the search, click the Include Overdue? checkbox.

8. To limit the search results based on a set of characters, enter characters in the Search field.

9. After you have entered the appropriate search parameters, click **Search**. The tasks that meet the criteria display.

   > **Note:** You can combine search methods, such as searching for Incomplete tasks with due dates in the next two weeks with the term "Inspection."

Reordering the Tasks

1. From the Top NavBar, select **Management**, then select **Assets** to open the Asset workspace.

2. In the Action Panel, click the **Expand Tree** icon to display the Asset for which you want to add a Task and click the Asset.

3. Click the **Tasks** tab.

4. To order the tasks list:

   a. Click the Category, Subject, Description, Allocated To, or Due Date column headings to order them in ascending order.

   b. Click the same column heading again to reorder them in descending order.

Asset Tasks (pending and completed tasks due between 30/07/2021 and 31/07/2024, including tasks overdue by 30/07/2021) Add Task

Complete	Category	Subject	Description	Allocated To	Due Date	Actions
☐	Inspections	Schedule Fire Marshall Inspection	Schedule annual inspection	Jorgan Fulmer	01/04/2021	edit | delete
☐	Renewals	Landscape Contract	Renew the annual landscaping contract.	Corinna Rost	01/01/2022	edit | delete
☐	Renewals	Notify Landlord	Send notification of intent to renew to Landlord.	Corinna Rost	01/11/2023	edit | delete

5. Click the On or after field or the Calendar icon to display the calendar and select the beginning date for the search.

6. In the going back field, enter the number of periods and select the period from the drop-down to set the range of dates to search from the beginning date.

   Note: To search Tasks, you must select a beginning date and length of time you want to include in the search.

7. To include tasks that are overdue in the search, click the Include Overdue? checkbox.

8. To limit the search results based on a set of characters, enter characters in the Search field.

9. After you have entered the appropriate search parameters, click **Search**. The tasks that meet the criteria display.

   Note: You can combine search methods, such as searching for Incomplete tasks with due dates in the next two weeks with the term “Inspection.”

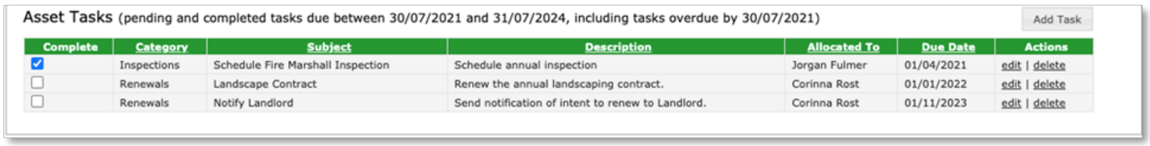
Completing a Task

When a task is completed, you can change the status to Complete.

1. From the Top NavBar, select **Management**, then select **Assets** to open the Asset workspace.

2. In the Action Panel, click the **Expand Tree** icon to display the Asset for which you want to add a Task and click the Asset.

3. Click the **Tasks** tab.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Complete	Category	Subject	Description	Allocated To	Due Date	Actions
☑	Inspections	Schedule Fire Marshall Inspection	Schedule annual inspection	Jorgan Fulmer	01/04/2021	edit | delete
☐	Renewals	Landscape Contract	Renew the annual landscaping contract.	Corinna Rost	01/01/2022	edit | delete
☐	Renewals	Notify Landlord	Send notification of intent to renew to Landlord.	Corinna Rost	01/11/2023	edit | delete

4. To change the status of a task to Complete, click the checkbox in the Complete column for the appropriate task(s).

> **Note:** If you need to change the status back to Incomplete, display the task and uncheck the Complete checkbox.

Editing a Task

After you add a task, you can continue to maintain information about the task.

1. From the Top NavBar, select **Management**, then select **Assets** to open the Asset workspace.

2. In the Action Panel, click the **Expand Tree** icon to display the Asset for which you want to add a Task and click the Asset.

3. Click the **Tasks** tab.

4. Click the **edit** link for the task you want to edit.

5. Edit the appropriate fields as necessary.

6. Click **Save** to update the task.

Deleting a Task

1. From the Top NavBar, select **Management**, then select **Assets** to open the Asset workspace.

2. In the Action Panel, click the **Expand Tree** icon to display the Asset for which you want to add a Task and click the Asset.

3. Click the **Tasks** tab.

4. Click the **delete** link for the task you want to delete.

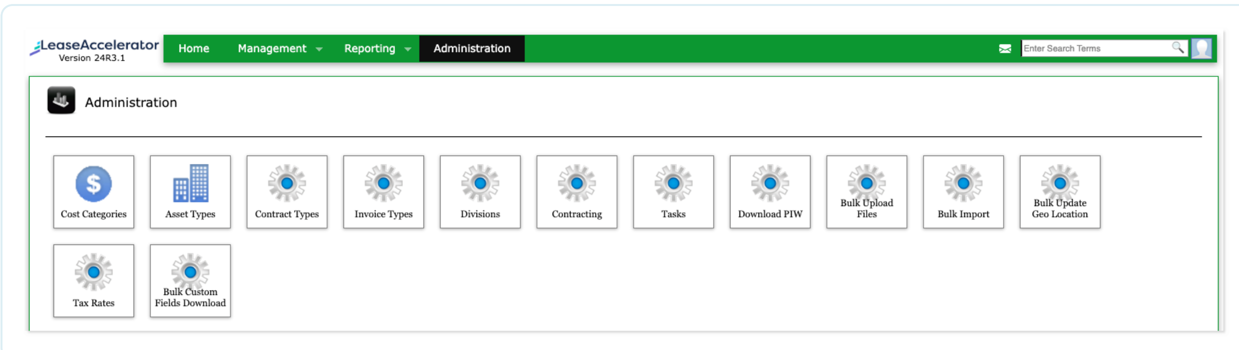
5. Click **Okay** in the confirmation box. The task is deleted.

Download Portfolio Import Workbook

Real Estate Manager provides the ability to download a current Real Estate Portfolio Import Workbook (REPIW) that is pre-configured with Master Data from your instance of Real Estate Manager. This pre-configured REPIW will automatically populate the drop-downs contained in various fields in the REPIW with valid data that matches your instance.

The drop-downs in the REPIW for fields such as Asset Type, Contract Category and Subcategory, Cost Category Group and Cost Category, among others, are pre-populated with valid values that match your instance in all respects. The prevalence of validation errors caused by spelling and formatting errors is greatly reduced, speeding the process of accurately importing your real estate data into Real Estate Manager.

The tile to download the pre-configured REPIW can be found in the Administration workspace. Simply click the tile and the system will automatically export the REPIW.



Bulk File Uploads

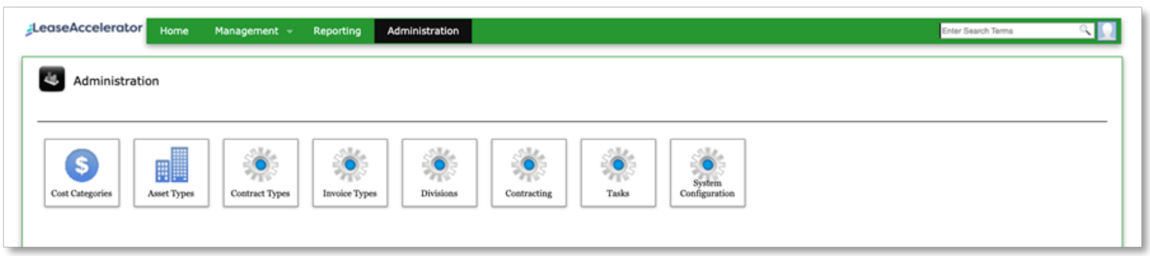
Lease Accelerator now has the ability within Real Estate Manager to upload files in bulk rather than individually. This new feature enables users to upload both Asset files and Contract files and attach them to specific Assets.

By default, this feature is turned off, but users may enable the feature through the **Administration and System Configuration** workspace. See the steps below to learn how to enable this feature.

Enabling Bulk File Upload

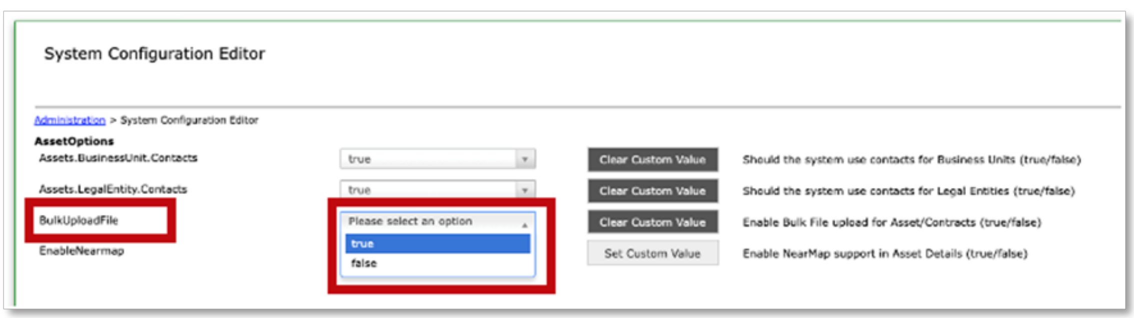
If you wish to enable the Bulk File Upload feature, you must have access to the **System Configuration** tile within the **Administration** workspace. If you do not, please reach out to your implementation manager or Client Success Manager to assist.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.



2. Click the **System Configuration** tile and the workspace opens.

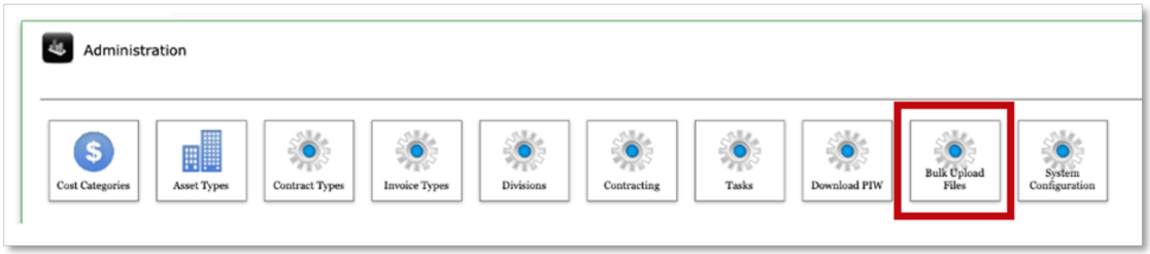
3. Find the **BulkUploadFile** option under AssetOptions and change the drop-down from false to true.



4. Scroll to the bottom of the workspace and click **Save Configuration Settings**.

5. Once you have saved your configuration settings, go back to the **Administration** workspace and

you should see the **Bulk Upload File** tile.



Uploading Bulk Files

Once the **Bulk Upload File** tile is visible in the **Administration** workspace, users may utilize this new feature. See below for steps to preparing your zip file along with the steps to upload that file.

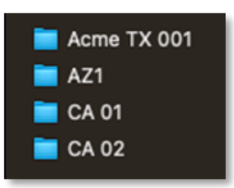
Creating the Zip File

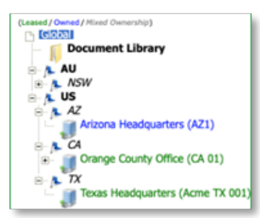
Note: Users can only upload a zip file which is either for Assets or Contracts, you cannot have both together.

Prepare Folders

1. Create a folder for each **Asset or Contract** that you want to upload files for on your computer.

2. The name of each folder should be the actual **Asset Reference Number** when adding files to an asset. When adding files to a Contract, the folder name should be the **Contract Reference Number/Schedule Number**. For example, LA-68442_2.





Add Files

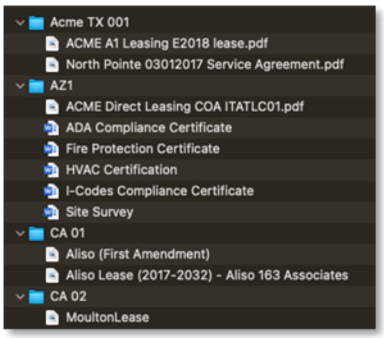
1. Next, add the files to the respective folders that you wish to upload.

   Note: The entire zip file cannot be more than 1GB with each file being no larger than 4GB.

2. You can also create **subfolders** to organize files better.

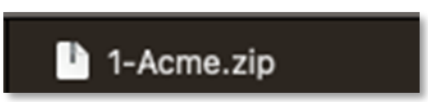
```
Documents/
  Approvals/
  Valuation/
Photos/
  Exterior/
  Interior/
```

3. Add files inside the folders (e.g., .pdf, .docx, .jpg).



Zip the Folders

1. Select all the folders you created.
2. Right-click and select **Send to → Compressed (zipped) folder**.
3. This creates one zip file with all your folders inside. You may rename as necessary.



4. Now that you have your zip file, you can proceed to the Bulk Upload.

Example for Folder Structure

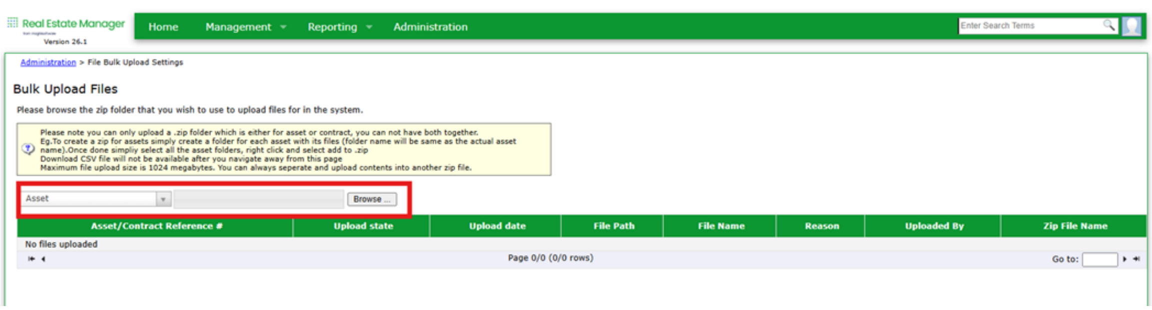
```
LA-68442_2/
    Documents/
        Approvals/
            Approval_Letter.pdf
        Valuation/
            Valuation_Report_2025.pdf
    Photos/
        Exterior/
            Front_View.jpg

```

Uploading Your Files

1. Navigate to the **Administration** workspace from the Top NavBar and select the **Bulk Upload File** tile.

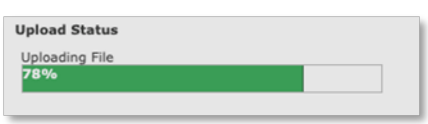
2. Once in the Bulk Upload workspace, select either **Asset or Contract** from the drop-down to indicate the kind of upload you are doing.



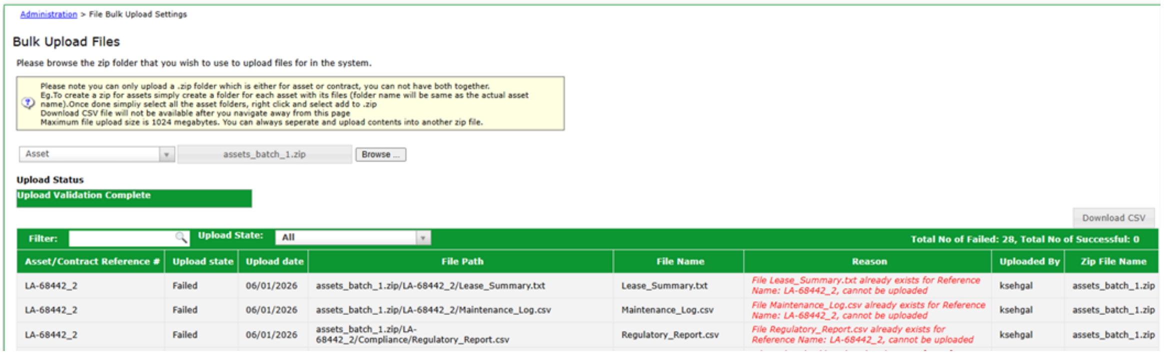
3. Next, click **Browse** to select your zip file and upload it.

Check for Errors

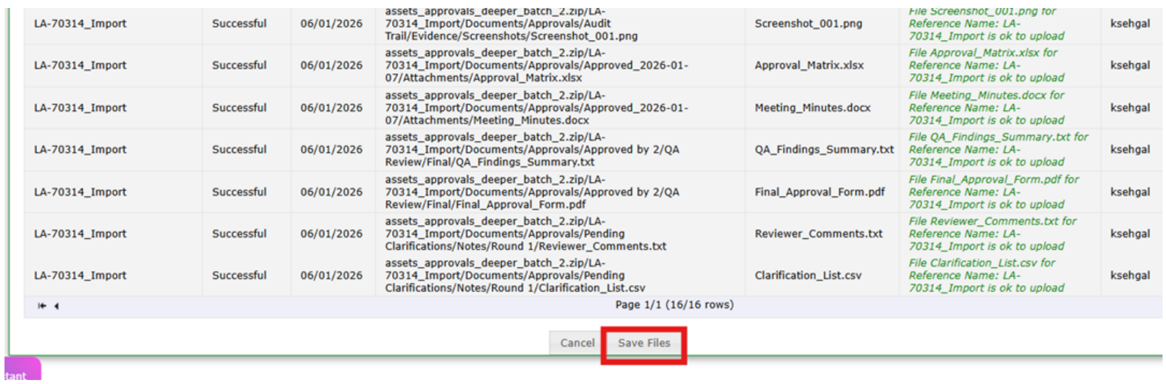
1. Once you double-click the file or click **Open** to select the file, the system will start to validate your files and you will see the **Upload Status** bar.



2. Once validation is complete, you will see a list of files. Green font in **Reason** column indicates the files that are okay to upload. Red font indicates files that will not be uploaded due to error (For example, the Asset Reference Number cannot be found).



3. Fix any errors and upload again if needed.



4. If the validation is successful, click **Save Files**.

5. You will get message ‘Upload successful’ and may click **Close** to return to the Administration workspace. This way, you can upload hundreds of files in minutes instead of one by one.

> **Note:** If there is a file with the same name as another, the system will rename the file with “Copy” appended to its original name. If there is more than one, then a number will also be added. Example: Original name – Copy (1).pdf or Original name – Copy (2).pdf

> **Note:** User may always cancel the upload and change the names of the files prior to uploading.

Best Practices

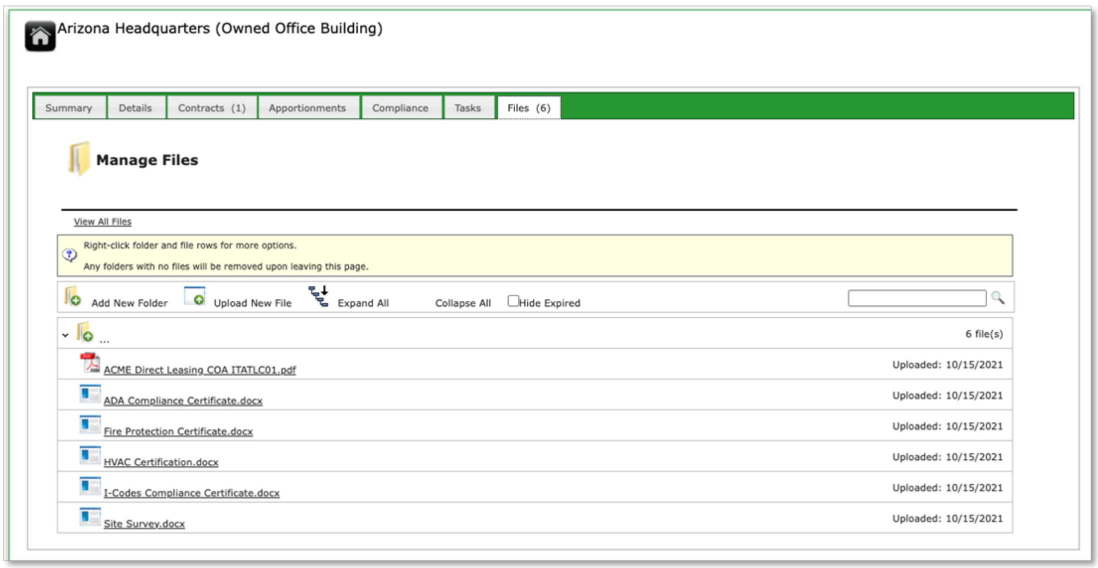
- Do not mix assets and contracts in one zip.
- Keep folder names exactly the same as the Asset or Contract reference.
- Organize files in subfolders for easy navigation.

- Use clear file names (e.g., Valuation_Report_2025.pdf).
- If your zip is too big (>1 GB), split into smaller zips.

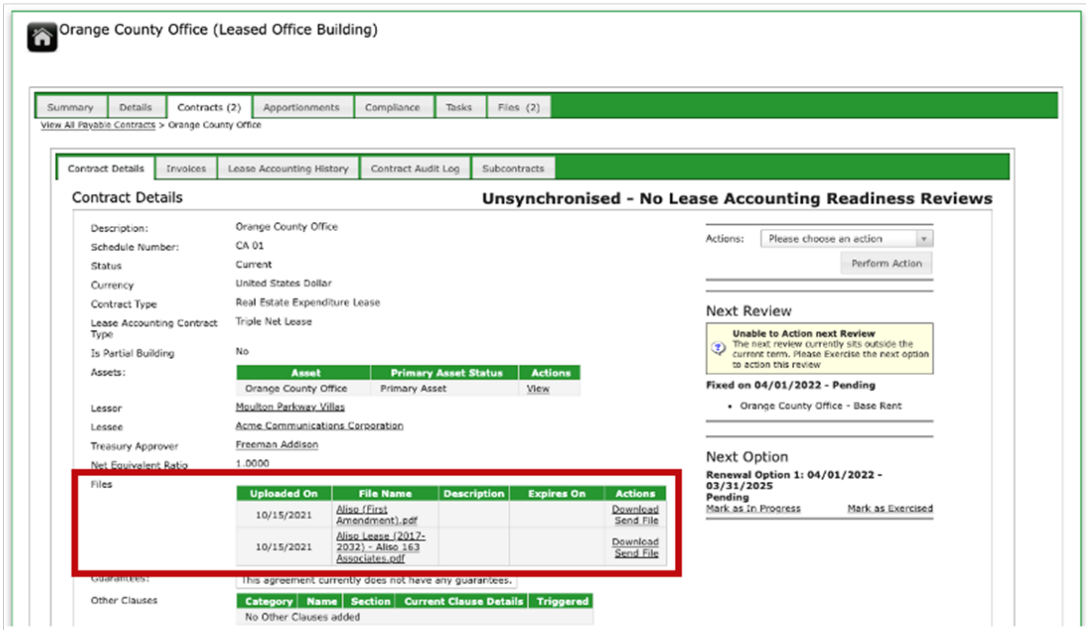
Viewing Files Within the Asset or Contract

Once the files have been successfully uploaded, they can be seen by going to the respective Asset.

- If you uploaded Asset documents, you'll see the files on the **File** tab within the **Asset** workspace.



- If you uploaded Contract documents, you'll see the files listed on the **Contract Details** tab within the **Contracts** tab of the Asset.



Bulk One-time Invoices Upload

This feature allows users to efficiently upload and update multiple one-time payable and receivable invoices using a downloadable bulk upload excel template. This eliminates the need to manually update each invoice through the user interface, providing a faster and more scalable workflow. The user can specify whether each invoice is payable or receivable. The system automatically validates invoice types and contracts based on the selected direction.

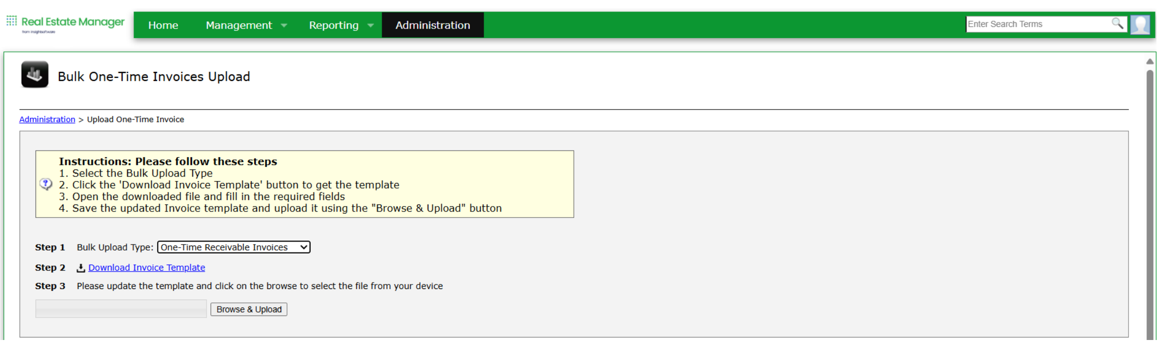
The users should ensure data accuracy in the upload template and manually input tax-related fields and validate against master data. This feature is useful for commercial real estate teams who manage large volumes of invoices and want a faster way to get them into the system.

Note: This feature is applicable only for one-time payable and receivable invoices. It does not support recurring invoices.

Access the Bulk Upload Page

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click on **Bulk One-time Invoices Upload** tile and the workspace opens.



Select the Upload Type

Select the **Bulk Upload Type** as 'One-Time Payable Invoices' or 'One-Time Receivable Invoices'. The system automatically validates invoice types and contracts based on the selected direction.

Download the Template

1. Click on the **Download Invoice Template** option. The Excel template file (.xlsx) will be downloaded. The template includes:
   - Columns for required invoice data (such as Invoice Number, Vendor, Currency, Tax Amount, etc.).
   - Reference sheets with master data for fields like:
     a. Vendors
     b. Linked Contracts
     c. Invoice Types
     d. Invoice Groups
     e. Assets
     f. Jurisdictions
     g. Cost Categories
     h. Multipliers
     i. A sample data sheet to guide formatting and entry.
2. Open the downloaded file to begin data entry.

Enter Invoice Data

Fill in all required fields in the template. Use the master data reference sheets to fill in valid values. Ensure all required fields are completed:

- Invoice Number
- Vendor
- Currency
- Cost Description
- Base Amount
- Tax Multiplier (must be entered manually. Refer to master data for jurisdiction-specific values)

- Tax Amount (must be calculated manually)
- Total Amount
- **isReceivable** (set to **true** for receivable invoices)

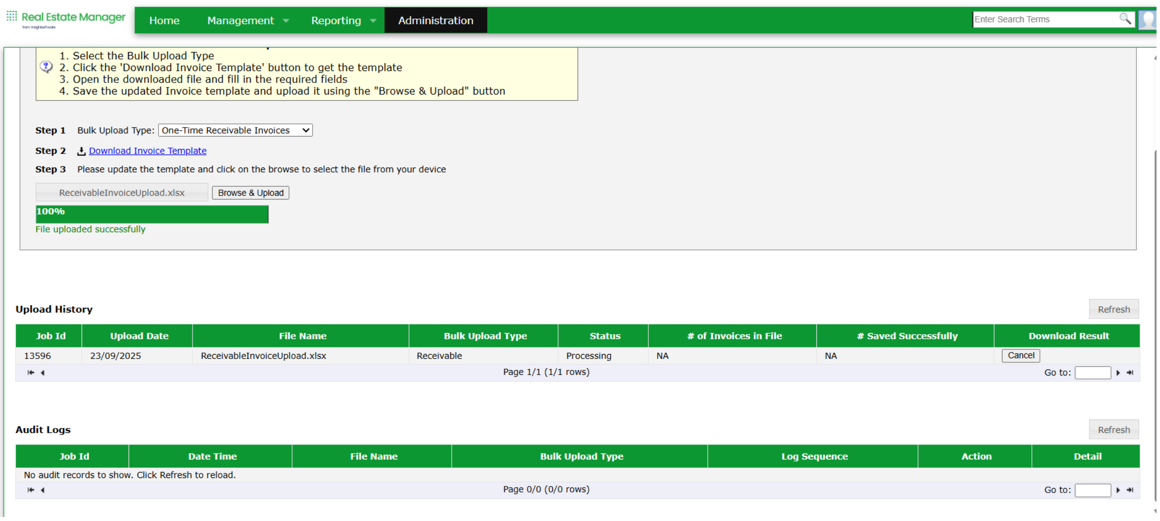
Note: Tax and total amounts are not calculated automatically. Use the formula:Tax Amount = Base Amount × Tax Rate Multiplier. A variance of ±0.02 is allowed between the entered total and the calculated value.

Save and Upload the File

1. Save the completed template file locally.
2. Return to the upload screen.
3. Click **Browse**, select the file, and click **Upload**. The file will be processed by a background job.
4. Once processing is complete, the status will be updated and visible on screen.

Upload Status and Errors

1. Refresh the page to view the upload results summary in the **Upload History** grid. The Upload History includes:
   - Job ID
   - Upload Date
   - File Name
   - Bulk Upload Type
   - Status
   - Number of Invoices Processed
   - Number Saved Successfully
   - A link to download the result file



2. If the upload is successful, the system displays a success message "'n' invoice(s) updated, saved successfully".

Handle Upload Errors

1. If errors occur, download the result file to review issues. The result file includes:
   - Invoice-level status (success or failure)
   - Specific validation errors for each failed row

   You can use this file to correct issues and re-upload only the affected rows.

   > **Note:** Invoices that were already uploaded successfully will be marked as duplicates and skipped on re-upload.

2. Common errors include:
   - Duplicate invoice entries
   - Missing mandatory fields (e.g., currency)

Correct and Re-upload Files

1. Make necessary corrections in the same file.
2. Save the updated file.
3. Repeat the upload process mentioned in Step 4.
4. Refresh and confirm successful upload.

Audit Logging

1. Each upload and invoice update are recorded with:
   - Timestamp
   - User details
   - Action logs
2. Logs can be accessed in the **Audit Logs** grid under the same module.

Validation and Filtering

- Invoice types and contracts are filtered based on the **isReceivable** flag.
- Receivable invoices must use invoice types and contracts marked as receivable.
- Payable invoices must use types and contracts not marked as receivable.

Best Practices

- Always download and use the latest template to avoid upload errors and ensure compatibility.
- Use the reference (master data) tabs in the template to fill in correct values and to reduce data entry errors.
- Double-check tax and total amount calculations before uploading.
- Start with a small test file to make sure everything works.
- Save a copy of each upload file for your records.
- Use Excel filters to quickly find missing or incorrect data.
- Coordinate with finance or lease team to confirm invoice details before uploading.
- Use the result file to review and manage failed uploads efficiently.

Troubleshooting and FAQ

Q1. Why did my upload fail?

Your file may have missing fields, incorrect values, or duplicate invoices.

What to do

Download the result file from the **Upload History** section. It shows which rows failed and why. Fix the errors and re-upload only the rows that failed.

Q2. Why are some invoices marked as duplicates?

Invoices that were already uploaded successfully will be skipped if you try to upload them again.

What to do

Only re-upload the rows that failed. Don't include invoices that were already saved.

Q3. What does the "isReceivable" field mean?

It tells the system if the invoice is receivable (true) or payable (false).

What to do

Set isReceivable to true for receivable invoices. Make sure the invoice type and contract match the direction.

Q4. How do I calculate Tax and Total Amounts?

These are not calculated automatically.

What to do

Use this formula:

Tax Amount = Base Amount × Tax Rate Multiplier

Then add the Tax Amount to the Base Amount to get the Total Amount. A small difference of up to ±0.02 is allowed.

Q5. Can I use an old template?

Older templates may not work with the current system.

What to do

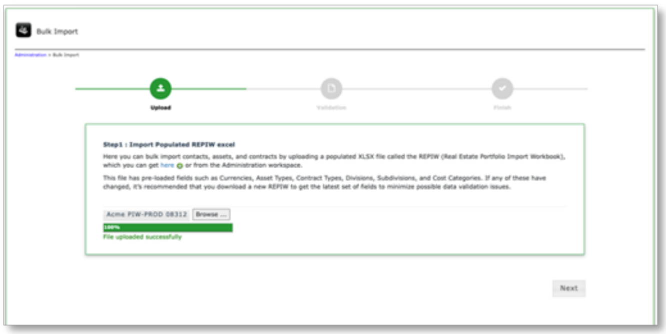
Always download the latest template from the upload screen before starting.

Bulk Import

Once you have a populated REPIW, navigate to the Administration workspace where you will see a tile for **Bulk Import**. It is in this Bulk Import workspace where you will follow three steps to complete your import of the REPIW.

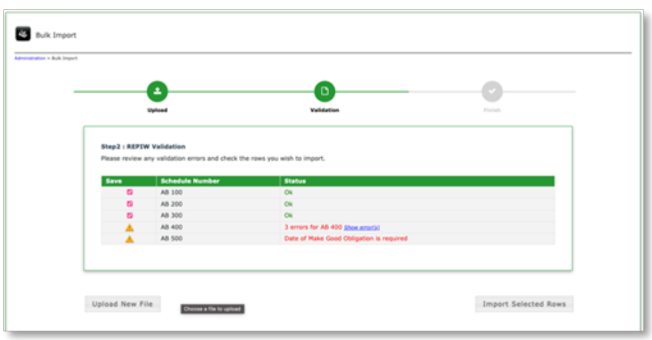
1. Navigate to the **Administration workspace** from the Top NavBar and select the **Bulk Import** tile.

2. Once in the Bulk Import workspace, the first step will allow you to select a completed REPIW template to be uploaded and validated. Once uploaded successfully, click **Next**.



3. The second step will show the validation results from the import process.

4. The Validation table will have 3 columns including Save, Schedule Number, and Status.



5. **Save**: Will either be a warning sign or checkbox depending on status.

6. **Schedule Number:** Represents the Schedule Number by which each of these validation messages are grouped.

7. **Status:** This is where the Validation Message will appear.

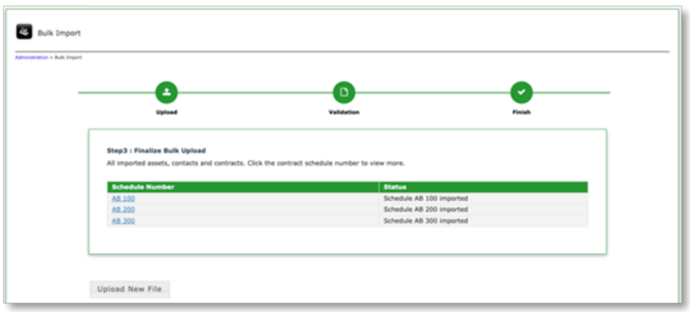
Save	Schedule Number	Status
☑	AB 100	Ok
☑	AB 200	Ok
☑	AB 300	Ok
⚠	AB 400	3 errors for AB 400 *Hide error(s)* Deal schedule is missing start date No assets are listed for this schedule Actioned review cost has invalid property reference number AB 400
⚠	AB 500	Date of Make Good Obligation is required

8. If no errors or warnings occurred, then status will be **Ok**. If there were any warnings or errors, they will be listed. If more than one error, you may click **Show error(s)** to see the full list.

9. Check and uncheck the boxes in Save column to select which Schedule Number to import.

10. Click **Import Selected Rows** to proceed with import.

11. The final step will show a table listing all the successful schedules imported. Each Schedule Number will be a hyperlink that may be used to navigate directly to the contract within the asset.

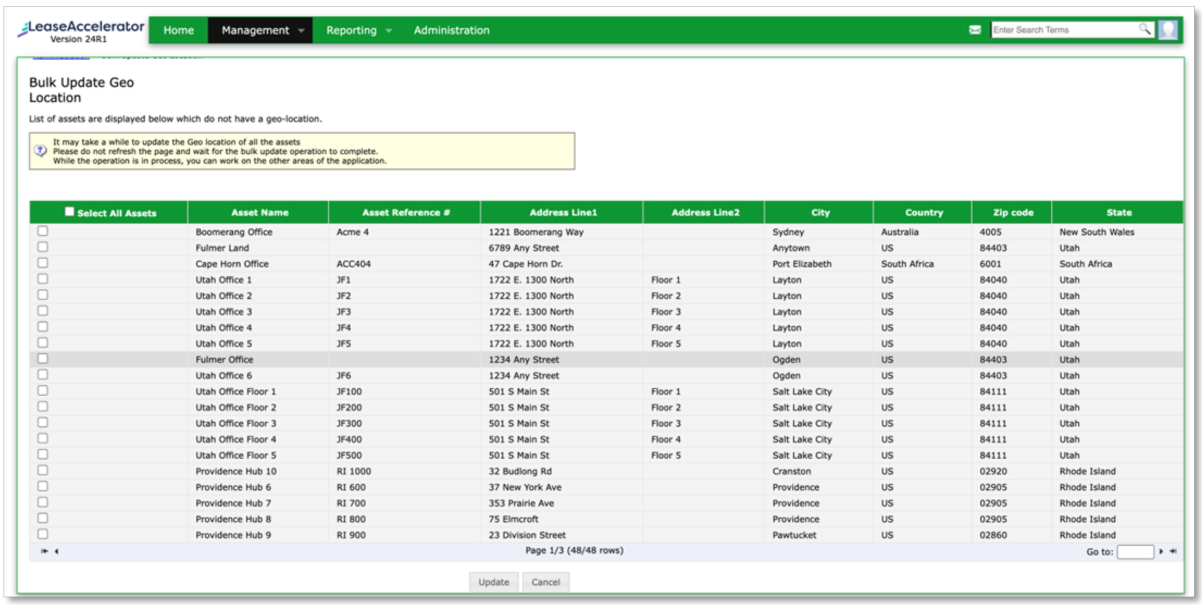


Bulk Update Geo Location

The Bulk Update Geo Location tile displays a list of all assets within the application that currently have no geo-location data. Users can efficiently update geo-locations for multiple assets simultaneously. This can be done by selecting assets individually or choosing all at once using the provided checkboxes.

The tile to bulk update the geo-location data can be found in the **Administration** workspace.

> **Important:** After clicking the Update button, please allow the application time to process these changes. It's crucial to avoid multiple clicks on the button during this process to ensure smooth and accurate geo-location updates.



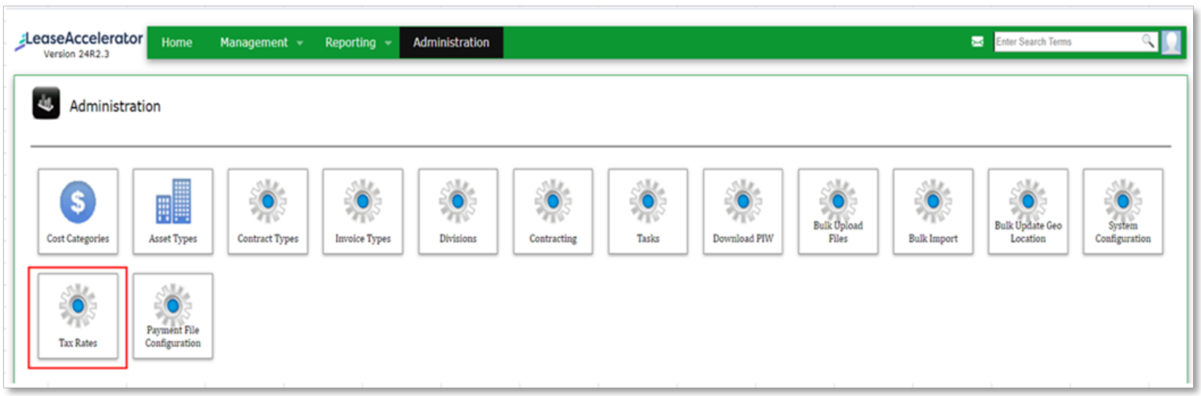
Select All Assets	Asset Name	Asset Reference #	Address Line1	Address Line2	City	Country	Zip code	State
	Boomerang Office	Acme 4	1221 Boomerang Way		Sydney	Australia	4005	New South Wales
	Fulmer Land		6789 Any Street		Anytown	US	84403	Utah
	Cape Horn Office	ACC404	47 Cape Horn Dr.		Port Elizabeth	South Africa	6001	South Africa
	Utah Office 1	JF1	1722 E. 1300 North	Floor 1	Layton	US	84040	Utah
	Utah Office 2	JF2	1722 E. 1300 North	Floor 2	Layton	US	84040	Utah
	Utah Office 3	JF3	1722 E. 1300 North	Floor 3	Layton	US	84040	Utah
	Utah Office 4	JF4	1722 E. 1300 North	Floor 4	Layton	US	84040	Utah
	Utah Office 5	JF5	1722 E. 1300 North	Floor 5	Layton	US	84040	Utah
	Fulmer Office		1234 Any Street		Ogden	US	84403	Utah
	Utah Office 6	JF6	1234 Any Street		Ogden	US	84403	Utah
	Utah Office Floor 1	JF100	501 S Main St	Floor 1	Salt Lake City	US	84111	Utah
	Utah Office Floor 2	JF200	501 S Main St	Floor 2	Salt Lake City	US	84111	Utah
	Utah Office Floor 3	JF300	501 S Main St	Floor 3	Salt Lake City	US	84111	Utah
	Utah Office Floor 4	JF400	501 S Main St	Floor 4	Salt Lake City	US	84111	Utah
	Utah Office Floor 5	JF500	501 S Main St	Floor 5	Salt Lake City	US	84111	Utah
	Providence Hub 10	RI 1000	32 Budlong Rd		Cranston	US	02920	Rhode Island
	Providence Hub 6	RI 600	37 New York Ave		Providence	US	02905	Rhode Island
	Providence Hub 7	RI 700	353 Prairie Ave		Providence	US	02905	Rhode Island
	Providence Hub 8	RI 800	75 Elmcroft		Providence	US	02905	Rhode Island
	Providence Hub 9	RI 900	23 Division Street		Pawtucket	US	02860	Rhode Island

Tax Rates

Introduction

Real Estate Manager includes the ability to add tax rates and calculate taxes for contracts. Users can upload tax rates within the Administration workspace. Once Tax Rates have been uploaded, they will appear in the Tax Rate drop-down when entering a contract.

Uploading Tax Rates



Users may upload new Tax Rates and download existing Tax Rates within the Administration workspace.

Tax Template

By downloading the Tax Template, users may update or add new Tax Rates to Real Estate Manager. Users may also update/add Tax Names or add new Tax Jurisdictions. The template includes a tab with detailed instructions that should be reviewed prior to populating the template.

Column	Field Name	Description	Validation/Valid Values/Format
A	JurisdictionName	The name of the tax authority that imposes the tax. This is typically the country name but could also include the state or province. (Example: Australia or US - Arizona)	Alphanumeric (255)
B	JurisdictionCode	An abbreviated version of the JurisdictionName. (Example: AUS or US-AZ)	Alphanumeric (10)
C	TaxName	The name of the category of tax. (Example: GST, GST-Exempt, etc.)	Alphanumeric (100)
D	NewTaxName	Used to rename an existing TaxName.	Alphanumeric (100)
E	TaxRate	Percentage used as a multiplier at which the cost line item is taxed.	Numeric (Total Digits = 8, Precision = 6 to the right of the decimal)
F	StartDate	First date the TaxRate is effective.	MM/DD/YYYY

Column	Field Name	Description	Validation/Valid Values/Format
G	EndDate	Last date the TaxRate is effective.	MM/DD/YYYY

Uploading Tax Template

Follow the steps below to upload new Tax Rates for existing Jurisdictions.

1. Navigate to the **Administration** workspace from the Top NavBar.
2. Go to the **Tax Rates** tile.
3. To upload new Tax Rates, start by clicking the **Download existing tax rates** hyperlink. This will download a template that may be used to upload the new Tax Rates.
4. In the template, find the JurisdictionName and TaxName you want to add a new Tax Rate for.
5. Populate the **TaxRate** field.
6. If you are entering a single TaxRate for a JurisdictionName and TaxName, do not populate a StartDate or EndDate.
7. When there are multiple TaxRates for any JurisdictionName and TaxName, follow these guidelines:
    a. The StartDate for the first TaxRate should be left **blank** and a specific EndDate must be entered.
    b. The StartDate for the next TaxRate must be the day following the EndDate of the previous TaxRate. If this is the last TaxRate, the EndDate should be left **blank**; otherwise, a specific EndDate must be entered.
    c. Ensure that the StartDate of the first TaxRate and the EndDate of the last TaxRate are both **blank** when entering multiple TaxRates.
    d. The StartDate cannot be later than the EndDate.

JurisdictionName	JurisdictionCode	TaxName	NewTaxName	TaxRate	StartDate	EndDate
USA - Government	US-GOV	GST Exempt		0.100000		12/31/22
USA - Government	US-GOV	GST Exempt		0.200000	1/1/23	12/31/23
USA - Government	US-GOV	GST Exempt		0.300000	1/1/24	
USA - Government	US-GOV	No Tax		0.000000		

8. **Save** your template.
9. Navigate back to the **Administration** workspace and the **Tax Rates** tile.
10. Click **Browse**.
11. Select your saved template. Once you select the template, the system will start the Tax Upload process. It's important that you do not close the window while the upload is processing.

12. Once the upload is complete, you will see information populated in the **Upload details** and **Audit logs** sections.

Adding a New Jurisdiction

There may be times when users need to add new Tax Jurisdictions that are not in Real Estate Manager. This can be done using the same Tax Template downloaded from the Tax Rates tile within the Administration workspace. Follow the steps below to add a new Jurisdiction.

1. Navigate to the **Administration** workspace from the Top NavBar.

2. Go to the **Tax Rates** tile.

3. To upload new Jurisdictions, start by clicking the **Download existing tax rates** hyperlink. This will download a template that may be used to upload the new Jurisdictions.

4. Populate the **JurisdictionName** field with the name of the new Tax Jurisdiction. Ensure that it is not the same as any existing JurisdictionName.

   Note: JursidictionCode must be less than 255 characters.

5. Populate the **JurisdictionCode** field.

   Note: JursidictionCode must be less than 10 characters.

6. Populate the TaxName with the relevant tax category for the Tax Rate for this Jurisdiction.

JurisdictionName	JurisdictionCode	TaxName	NewTaxName	TaxRate	StartDate	EndDate
USA - Government	US-GOV	GST Exempt		0.100000		
USA - Government	US-GOV	No Tax		0.000000		

   Note: When adding a new Jurisdiction, it is required to add a TaxName called No Tax with a TaxRate of 0.000000.

7. If you are entering a single TaxRate for a JurisdictionName and TaxName, do not populate a StartDate or EndDate.

8. When there are multiple TaxRates for any JurisdictionName and TaxName, follow these guidelines:

   a. The StartDate for the first TaxRate should be left **blank** and a specific EndDate must be entered.

   b. The StartDate for the next TaxRate must be the day following the EndDate of the previous TaxRate. If this is the last TaxRate, the EndDate should be left **blank**; otherwise, a specific EndDate must be entered.

c. Ensure that the StartDate of the first TaxRate and the EndDate of the last TaxRate are both **blank** when entering multiple TaxRates.

d. The StartDate cannot be later than the EndDate.

JurisdictionName	JurisdictionCode	TaxName	NewTaxName	TaxRate	StartDate	EndDate
USA - Government	US-GOV	GST Exempt		0.100000		12/31/22
USA - Government	US-GOV	GST Exempt		0.200000	1/1/23	12/31/23
USA - Government	US-GOV	GST Exempt		0.300000	1/1/24	
USA - Government	US-GOV	No Tax		0.000000		

9. **Save** your template.

10. Navigate back to the **Administration** workspace and the **Tax Rates** tile.

11. Click **Browse**.

12. Select your saved template. Once you select the template, the system will start the Tax Upload process. It's important that you do not close the window while the upload is processing.

13. Once the upload is complete, you will see information populated in the **Upload details** and **Audit logs** sections.

Validations Related to JurisdictionName and No Tax

- The same JurisdictionCode cannot have different JurisdictionNames.

JurisdictionName	JurisdictionCode	TaxName	NewTaxName	TaxRate	StartDate	EndDate
USA - Government	USA	GST Exempt		0.100000		
USA - Government	USA	No Tax		0.000000		
United States of America	USA	No Tax		0.000000		

- TaxName of **No Tax** cannot be renamed.

- TaxName of **No Tax** cannot have a TaxRate other than 0%.

- Any existing TaxName cannot be renamed to **No Tax**.

Validations Related to Existing Tax Rates and Dates

- Any existing TaxRates cannot be deleted.

- If there are multiple TaxRates for any JurisdictionName and TaxName, please ensure that dates under StartDate and EndDate are not overlapping each other.

Uploading a New Tax Name for an Existing Jurisdiction

Follow the steps below to add a new TaxName for an existing Jurisdiction.

1. Navigate to the **Administration** workspace from the Top NavBar.
2. Go to the **Tax Rates** tile.
3. To upload new Tax Names for existing Jurisdictions, start by clicking the Download existing tax rates hyperlink. This will download a template that may be used to upload the new Tax Names.
4. In the template, find the JurisdictionName you want to add a new TaxName for.

JurisdictionName	JurisdictionCode	TaxName	NewTaxName	TaxRate	StartDate	EndDate
United States of America	USA	GST Exempt		0.100000		

5. Populate the **TaxName** field.

> **Note:** For existing Jurisdictions, use the TaxName field not NewTaxRate.

6. If you are entering a single TaxRate for a JurisdictionName and TaxName, do not populate a StartDate or EndDate.
7. When there are multiple TaxRates for any JurisdictionName and TaxName, follow these guidelines:
   a. The StartDate for the first TaxRate should be left **blank** and a specific EndDate must be entered.
   b. The StartDate for the next TaxRate must be the day following the EndDate of the previous TaxRate. If this is the last TaxRate, the EndDate should be left **blank**; otherwise, a specific EndDate must be entered.
   c. Ensure that the StartDate of the first TaxRate and the EndDate of the last TaxRate are both **blank** when entering multiple TaxRates.
   d. The StartDate cannot be later than the EndDate.

JurisdictionName	JurisdictionCode	TaxName	NewTaxName	TaxRate	StartDate	EndDate
USA - Government	US-GOV	GST Exempt		0.100000		12/31/22
USA - Government	US-GOV	GST Exempt		0.200000	1/1/23	12/31/23
USA - Government	US-GOV	GST Exempt		0.300000	1/1/24	
USA - Government	US-GOV	No Tax		0.000000		

8. **Save** your template
9. Navigate back to the **Administration** workspace and the **Tax Rates** tile.
10. Click **Browse**.

11. Select your saved template. Once you select the template, the system will start the Tax Upload process. It's important that you do not close the window while the upload is processing.

12. Once the upload is complete, you will see information populated in the **Upload details** and **Audit logs** sections.

Renaming a Tax Name

Follow the steps below to change the Tax Name of an existing TaxName.

1. Navigate to the **Administration** workspace from the Top NavBar.

2. Go to the **Tax Rates** tile.

3. To update the Tax Names for existing Jurisdictions, start by clicking the Download existing tax rates hyperlink. This will download a template that may be used to update the Tax Names.

4. In the template, find the JurisdictionName and TaxName you want to update.

5. Populate the NewTaxName field with the updated Tax Name. You must keep the existing Tax Name populated in the TaxName field.

JurisdictionName	JurisdictionCode	TaxName	NewTaxName	TaxRate	StartDate	EndDate
Canada	CAN	HST	13% HST	0.130000		

> **Note:** If you are adding multiple Tax Rates for the New Tax Name, you must use the same NewTaxName for all entries. You may not use an existing Tax Name for that Jurisdiction when entering a NewTaxName.

6. If you are entering a single TaxRate for a JurisdictionName and TaxName, do not populate a StartDate or EndDate.

7. When there are multiple TaxRates for any JurisdictionName and TaxName, follow these guidelines:

   a. The StartDate for the first TaxRate should be left **blank** and a specific EndDate must be entered.

   b. The StartDate for the next TaxRate must be the day following the EndDate of the previous TaxRate. If this is the last TaxRate, the EndDate should be left **blank**; otherwise, a specific EndDate must be entered.

   c. Ensure that the StartDate of the first TaxRate and the EndDate of the last TaxRate are both **blank** when entering multiple TaxRates.

   d. The StartDate cannot be later than the EndDate.

JurisdictionName	JurisdictionCode	TaxName	NewTaxName	TaxRate	StartDate	EndDate
Australia	AUS	GST	GST1	0.100000		12/31/23
Australia	AUS	GST	GST1	0.110000	1/1/24	3/31/24
Australia	AUS	GST	GST1	0.120000	4/1/24	
Australia	AUS	GST Exempt		0.000000		

8. **Save** your template.

9. Navigate back to the **Administration** workspace and the **Tax Rates** tile.

10. Click **Browse**.

11. Select your saved template. Once you select the template, the system will start the Tax Upload process. It's important that you do not close the window while the upload is processing.

12. Once the upload is complete, you will see information populated in the **Upload details** and **Audit logs** sections.

General Validation Information

If the upload is fails, user may look in the **Update details** section for specific reasons for the failure.

- The Sheet Line No. identifies the row number in the file that caused the validation error.
- The Message column identifies the specific validation error.

If they upload is successful, the Status in the **Update details** section will be Successful, and the Message will state Successfully added/updated all taxes.

Additionally, if the upload is successful, the **Audit logs** section will be updated with relevant details.

- The log contains information for each successful upload.
- New entries will include details about updated Tax Rates or Jurisdictions.

> **Note:** If users are editing existing Tax Rates effective from a specific effective date, they must manually add reviews for every impacted contract. Custom reports will be available to help users identify impacted contracts due to changes in Tax Rates. Please see the steps below for updating reviews.

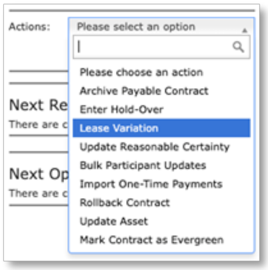
Payment Changes When Tax Rates Are Updated

Scenario: You've updated your Tax Rates based on a specific effective date and any payments on contracts associated with that Tax Rate need to be updated.

If you have updated the Tax Rate from a specific effective date in the system, then you must add a Fixed Amount review with the review date being the same as the effective date of the Tax Rate. Once the contract is saved, synchronize the contract with Lease Accounting Manager. This will ensure the tax amounts are calculated based on the appropriate Tax Rates resulting in the accurate tax amount on invoices and payments.

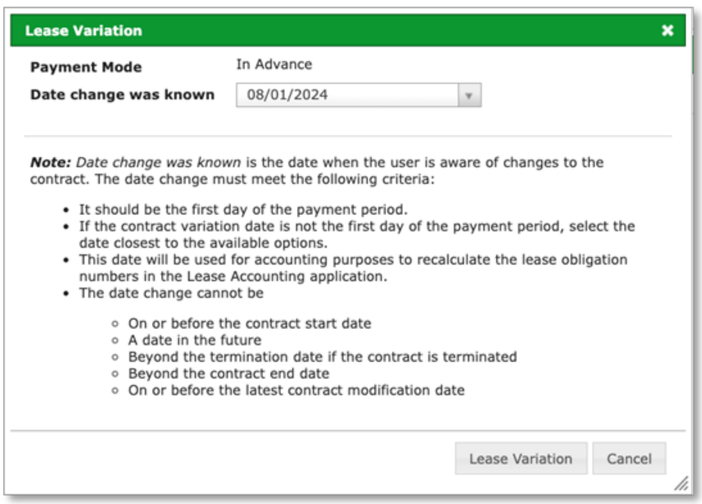
1. Search for your contract by entering the **Contract Reference** number in the Top Search Bar.

2. Once in the Asset and on the Contracts tab, select **Lease Variation** from the Actions drop-down.



3. Click **Perform Action**.

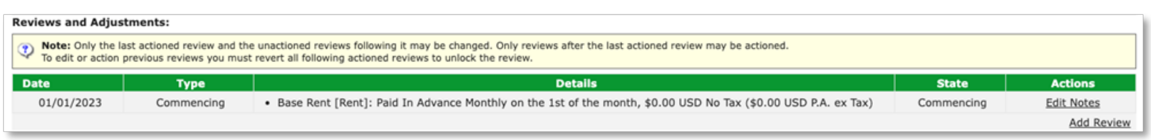
4. In the Lease Variation pop-up, select the **Date change was known.**



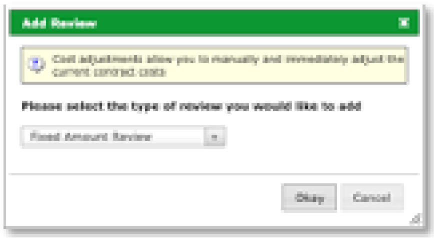
> **Note:** This should be the effective date of the Tax Rate change.

5. Click **Lease Variation**.

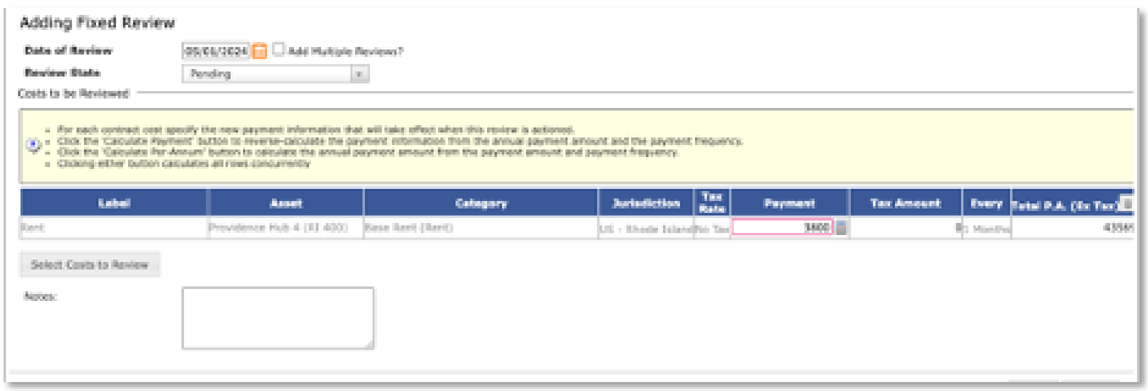
6. In the next Lease Variation pop-up, click **Add Review** in the Review section.



7. In the pop-up, select **Fixed Amount Review** as your Review Type.



8. In the Add Review pop-up, input the effective date of the tax rate change as the **Review Date**. This should be the same date you chose for the Date change was known of the lease variation.



9. Leave **Review State** as Pending.

10. Click **Select Cost to Review**.

11. Select **All Costs** then click **Okay**.

12. Select the Jurisdiction, tax rate and enter the payment amount. Click the **Calculator** in the payment amount field which will populate the tax amount.

13. Enter any relevant **Notes**.

14. Click **Okay**.

15. Back on the Lease Variation pop-up, the Fixed Amount Review should be present.

16. Click **Action** for the review you just entered.

17. In the Action Review pop-up, verify the **Review Date** and **Effective Date**.

18. Click in the **Payment Amount** field and change as necessary to reflect the accurate payment amount.

19. Click the **Calculator** icon to ensure per annum population and the tax amount.

20. Click **Okay**.

21. Click **Save** on the Lease Variation pop-up and then click **Close** on the successful confirmation pop-up.

22. To synchronize the contract, go to Management from the Top NavBar and select **Lease Accounting Synchronization Management**.

23. Once in the Lease Accounting Synchronization Management workspace, click **Next** twice to get to step 3 of 4.

24. In Step 3 are a list of contracts that have been submitted but are pending approval. Find the relevant Contract Reference number and click the blue **Review and Approve** hyperlink.

25. Verify all information is correct in the pop-up and click either **Approve**, or if there is incorrect or missing data, click **Decline**.

26. If approved, click **Next** to go to Step 4. If declined, corrections need to be made within the contract.

27. Check the box next to the Contract that has been approved and is ready to be synchronized. You may check multiple boxes if you have multiple Contracts ready to synchronize.

28. Click **Complete Synchronization Process** to initiate the synchronization. When synchronization is complete, a confirmation box will appear at the top of the workspace indicating how many contracts were successfully synchronized. Once successfully synchronized, no further action is required in Lease Accounting Manager and the status within Real Estate Manager will change to **VARY LEASE – Synchronized.**

Bulk Download and Upload of Custom Fields

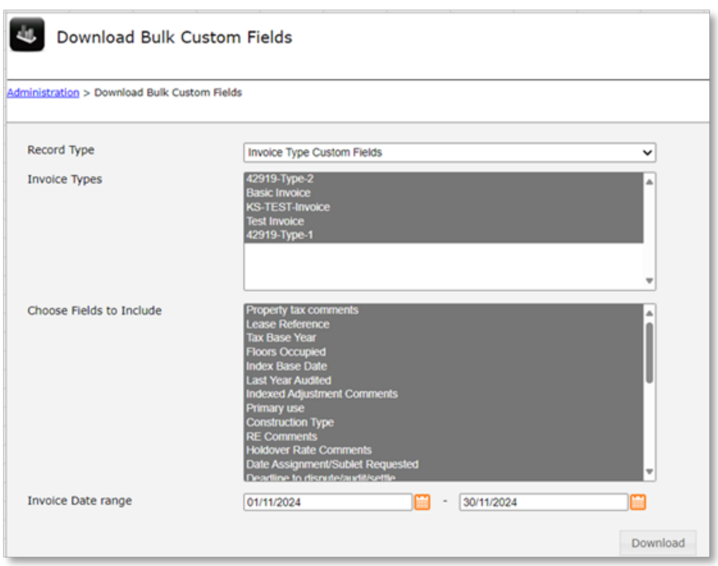
Real Estate Manager allows you to bulk download and upload custom fields.

Bulk Custom Fields Download

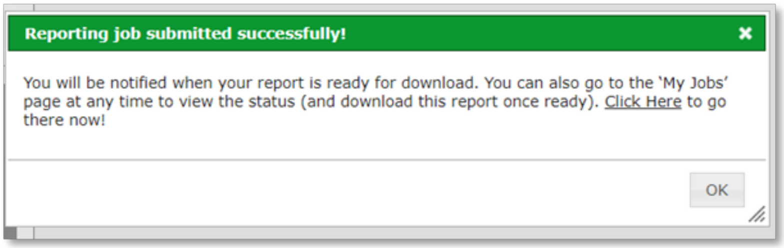
Real Estate Manager offers a convenient way to bulk download custom fields for invoices. Users can download the following custom field types in bulk:

- Text
- Number
- Date
- Yes / No
- Lookup
- Decimal

Users may apply filters to refine their selection and download a file containing the relevant custom field data, streamlining data management and reporting.



Once the user clicks **Download**, the report will be available under My Jobs.



Bulk Custom Fields Upload

Once a user updates the Bulk Custom Fields download template, it may be uploaded back into the system to update those custom fields. Users can download and upload the following custom field types in bulk:

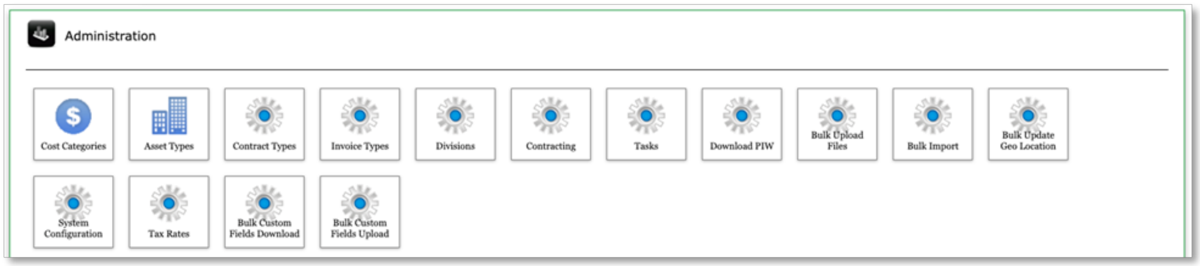
- Text
- Number
- Date
- Yes / No
- Lookup
- Decimal

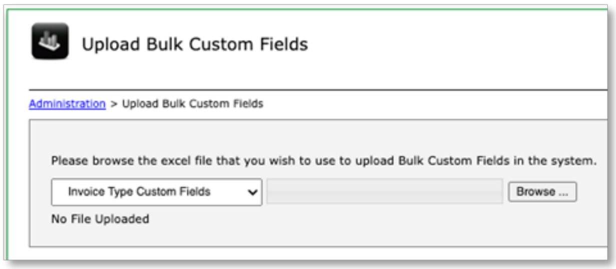
Reviewing and Editing Custom Fields

- **Review** the custom fields in the downloaded template.
- **Edit**, **update**, or **delete** the existing values of custom fields as needed.
- **Save** the file.

Uploading Custom Fields

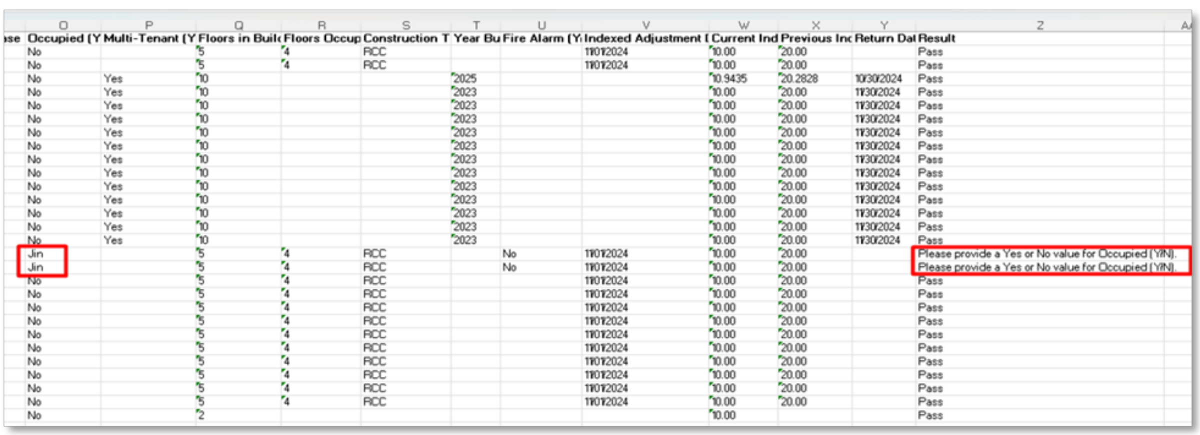
- Upload the edited file via **Administration > Bulk Custom Fields Upload**.
- Check the status of the upload under **My Jobs**.





Post-Upload Review

- Download the file from **My Jobs** to review all custom fields in the updated file.
- If there were errors in updating the custom fields, the reasons for the errors will be available in the Results field. This helps users understand why the upload failed for certain custom fields so appropriate action may be taken. Below is a sample of the file post uploading.



	O	P	Q	R	S	T	U	V	W	X	Y	Z
se	Occupied (Y	Multi-Tenant (Y	Floors in Build	Floors Occup	Construction T	Year Bu	Fire Alarm (Y	Indexed Adjustment [	Current Ind	Previous Inc	Return Dat	Result
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No	Yes	10			2025			10.9435	20.2828	10/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	No	Yes	10			2023			10.00	20.00	11/30/2024	Pass
	Jin		5	4	RCC		No	11/01/2024	10.00	20.00		Please provide a Yes or No value for Occupied (Y/N).
	Jin		5	4	RCC		No	11/01/2024	10.00	20.00		Please provide a Yes or No value for Occupied (Y/N).
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		5	4	RCC			11/01/2024	10.00	20.00		Pass
	No		2						10.00			Pass

Version Summary

Version	Changes/Updates	Date
21R2.1	Guide created. Overview and Navigation broken out from larger guide.	07/06/2021
23R3	Removed all reference to REM.	08/03/2023
24R1	Added sections for Download PIW, Bulk File Upload, Bulk Import, and Bulk Update Geo Location.	01/19/2024
24R3.1	Updated screen shots and added sections for Divisions, Contracting, Tasks, Tax Rates, and Bulk Custom Fields Download.	12/03/2024
25.1	Updated screen shots and added section for Bulk Custom Fields Upload.	01/08/2025