



Reporting User Guide

Real Estate Manager

Version 25.2.1



Document Information

Notices

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Disclaimer

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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Reporting Overview

Real Estate Manager provides a suite of standard reports that can be run, saved, and downloaded. In addition, Real Estate Manager provides a custom reporting function that allows you to select the information you want to report. The workspace is divided into tabs, each containing reports relevant to that data type.

- **Asset Reports:** Reports specifically on assets and activities related to assets.
- **Compliance Reports:** Reports specifically on compliance items by location or asset status.
- **Contract Reports:** Reports on individual contracts and any actions for those contracts.
- **Finance Reports:** Reports on any financial activities related to the portfolio.
- **Custom Reports:** Fully customizable report creation for assets and contracts.

Report Name	Description	Type	Last Updated	Action
Asset Schedule Grouped By Business Unit (Global)	test	Saved Report	17/04/2025	Get Report Delete
Grouped Asset Information 1 (Global)	Saved Report 04/17/2025	Saved Report	17/04/2025	Get Report Delete
Asset Information 1 (Global)	Saved Report 04/17/2025	Saved Report	17/04/2025	Get Report Delete
Asset Schedule	Generate a report including basic asset information and custom fields (flat)	Standard Report		Get Report
Grouped Asset Information	Generate a comprehensive asset schedule (flat)	Standard Report		Get Report
Asset Schedule Grouped By Business Unit	Generate a report including basic asset information and custom fields (grouped by Business Unit)	Standard Report		Get Report
Tenancy Schedule	Generate a comprehensive asset schedule (grouped by Business Unit)	Standard Report		Get Report
Asset's Linked Files	Generate a tenancy schedule (grouped by Country, State, and Asset)	Standard Report		Get Report
Asset Tasks	Generate a list of files linked to each asset (flat)	Standard Report		Get Report
Rental Liability	Generate a list of all tasks linked to each asset (flat)	Standard Report		Get Report
Consent Approval	Generate a liability report including per-year breakdown of costs (flat)	Standard Report		Get Report
Asset Insurance	Generate a report of asset consent status (flat)	Standard Report		Get Report
Contact Custom Field	Generate a report of asset insurance values (flat)	Standard Report		Get Report
	Generate a report of contact custom field values (flat)	Standard Report		Get Report

Real Estate Manager has both standard and custom reports.

Standard Reports

Real Estate Manager includes a robust Reporting function that consists of several standard reports which can be generated, saved, and downloaded. The data is displayed within the workspace once you select your report parameters and from here you may save and/or download the report.

Asset Reports

All the reports listed on the Asset Reports tab include data and information pertaining to specific assets within your real estate portfolio.

Asset Information Report

This report contains data for all fields included when entering a new asset. If there are any custom fields that have been configured for particular Asset Types, those will be included in this report as well.

LeaseAccelerator

[Reports](#) > Asset Information Report

Search Filters

Ownership Types

All ownership types

Business Units

All business units

Legal Entities

All legal entities

Asset Status

All non-archived assets

Search Term

All results

Asset Location

All locations

Asset Types

All asset types

Asset Fields To Display

All asset details

Generate Report

Add Filter Section

Asset	Reference No	Address	Ownership	Business Unit	Entity	Zoning	Rentable Area (Gross)	Usable Area (Net)	FTE Headcount	FTE Capacity
ACI Albuquerque	ACI2	4152 Second Street NE, Albuquerque, New Mexico, 87107, US	LEASED	Acme Consumer Services	Acme Communications Corporation					
ACI Headquarters	ACI1	517 Platten Circle, Denver, Colorado, 80534, US	LEASED	Acme Headquarters	Acme Communications Corporation	Business Gen.				
Acme Arizona Headquarters	AZ 1	1913 E San Carlos Place, Chandler, Arizona, 85249, US	LEASED	Acme Arizona	Acme Communications Corporation	Business Gen.	5000.00m²			
Acme Australia Headquarters	Acme 006	1221 Boomerang Way, Sydney, New South Wales, 2000, Australia	LEASED	Acme Australia	Acme Communications Corporation	Business Gen.	1400.00m²	1425.00m²	58	100
Acme California Office	Acme003	26762 Monache Ln, Porterville, California, 93257, US	OWNED	Acme Consumer Services	Acme Telecommunications Inc.		4567.00m²	3950.00m²	35	40
Acme California Office - Acme California Office SA906	Acme003G	26762 Monache Ln, Porterville, California, 93257, US	OWNED	Acme Consumer Services	Acme Communications Corporation					
Acme Headquarters	Acme 001	100 Acme Drive, Reston, Virginia, 20191, US	LEASED	Acme Headquarters	Acme Communications Corporation	Business Gen.	47000.00m²	39000.00m²	250	300
Acme Nevada Office	Acme004	728 Main St, Las Vegas, Nevada, 89146, US	LEASED	Acme Consumer Services	Acme Telecommunications Inc.	Commercial	13000.00m²	12500.00m²	68	75
Acme ND Headquarters	Acme 007	11 Sahar Rd, Sambhal Nagar, Uttar Pradesh, 205047, India	LEASED	Acme Network Services	Acme Telecommunications Inc.	Commercial	2000.00m²	1850.00m²	45	50
Acme Telecommunications	Acme002	555 Telford Way, Angellwood, California, 93255, US	LEASED	Acme Telecommunications HQ	Acme Telecommunications Inc.	Business Gen.	30000.00m²	27000.00m²	125	150
Acme Texas Office	Acme 005	3330 W. Royal Lane, Irving, Texas, 75063, US	LEASED	Acme Consumer Services	Acme Telecommunications Inc.	Industrial	15000.00m²	12500.00m²	72	75
ACI Studio City	Acme 008	707 Harding Ln, Studio City, California, 91604, US	LEASED	Acme Consumer Services	Acme Telecommunications Inc.	Business Gen.				
Chandler Regional	Chandler 1	1913 E San Carlos Place, Chandler, Arizona, 85249, US	LEASED	Acme Arizona	Acme Communications Corporation	Commercial				
Chandler Retail Sales	Chandler 2	3829 Cooper Road, Suite B, Chandler, Arizona, 85248, US	LEASED	Acme Arizona	Acme Communications Corporation	Retail				
Palmer Office	PM01	210 25th Street, Ogden, Utah, 84403, US	LEASED	Acme Utah	Acme Communications Corporation	Business Gen.				
Deptos County Offices	Acme010	21465 Via Pabli, Aliso Viejo, California, 92656, US	OTHER	Acme Consumer Services	Acme Communications Corporation					

Asset Schedule

This report generates a comprehensive asset listing which is divided by country and then further grouped by state/province. Additional data contained in this report is similar to the Asset Information Report, as all fields included for new assets, along with any custom fields configured, are listed.

LeaseAccelerator
Reports > Asset Schedule

Search Filters

Ownership Types: All ownership types
Business Units: All business units
Legal Entities: All legal entities
Asset Status: All non-archived assets
Search Term: All results
Asset Location: All locations
Asset Types: All asset types
Asset Fields To Display: All asset details

Generate Report Add Filter Section

Asset	Reference No	Address	Status	Ownership	Business Unit	Entity	Asset Notes
Australia							
New South Wales							
Australian Dollar							
Acme Australia Headquarters	Acme 006	1221 Boomerang Way, Sydney, 2000, New South Wales, Australia	Operational	LEASED	Acme Australia	Acme Communications Corporation	
India							
Maharashtra							
India rupee							
Acme IN Headquarters	Acme 007	13, Sahar Rd, Sambhaj Nagar, Vijay Nagar, Andheri East, Mumbai, 400047, Maharashtra, India	Operational	LEASED	Acme Network Services	Acme Telecommunications Inc.	
US							
Arizona							
United States Dollar							
Acme Arizona Headquarters	AZ 1	1913 E San Carlos Place, Chandler, 85249, Arizona, US	Operational	LEASED	Acme Arizona	Acme Communications Corporation	
Chandler Regional	Chandler 1 Property	1913 E San Carlos Place, Chandler, 85249, Arizona, US	Operational	LEASED	Acme Arizona	Acme Communications Corporation	
Chandler Retail Sales	Chandler 2 Property	3870 Cooper Road, Suite B, Chandler, 85248, Arizona, US	Operational	LEASED	Acme Arizona	Acme Communications Corporation	
California							
United States Dollar							
Acme California Office	Acme003	26762 Menache Ln, Porterville, 93257, California, US	Operational	OWNED	Acme Consumer Services	Acme Telecommunications Inc.	
Acme California Office - Acme California Office Garage	Acme003G	26762 Menache Ln, Porterville, 93257, California, US	Operational	OWNED	Acme Consumer Services	Acme Communications Corporation	

Grouped Asset Information Report

This report also includes all asset detail fields and any custom fields configured for an Asset Type and groups the data by country, state/province, and Business Unit.

LeaseAccelerator
Reports > Asset Information Report

Search Filters

Ownership Types: All ownership types
Business Units: All business units
Legal Entities: All legal entities
Asset Status: All non-archived assets
Search Term: All results
Asset Location: All locations
Asset Types: All asset types
Asset Fields To Display: All asset details

Generate Report Add Filter Section

Asset	Reference No	Address	Ownership	Business Unit	Entity	Zoning	Rentable Area (Gross)	Usable Area (Net)	FTE Headcount	FTE Capacity	Primary Use
Acme Arizona											
US											
AZ											
Acme Arizona Headquarters	AZ 1	1913 E San Carlos Place, Chandler, Arizona, 85249, US	LEASED	Acme Arizona	Acme Communications Corporation	Business Gen	5000.00m ²				Office Space
Chandler Regional	Chandler 1 Property	1913 E San Carlos Place, Chandler, Arizona, 85249, US	LEASED	Acme Arizona	Acme Communications Corporation	Commercial					
Chandler Retail Sales	Chandler 2 Property	3870 Cooper Road, Suite B, Chandler, Arizona, 85248, US	LEASED	Acme Arizona	Acme Communications Corporation	Retail					
Acme Australia											
Australia											
New											
Acme Australia Headquarters	Acme 006	1221 Boomerang Way, Sydney, New South Wales, 2000, Australia	LEASED	Acme Australia	Acme Communications Corporation	Business Gen	1800.00m ²	1425.00m ²	58		100 Corporate Office Space
Acme Consumer Services											
US											
CA											
Acme California Office	Acme003	26762 Menache Ln, Porterville, California, 93257, US	OWNED	Acme Consumer Services	Acme Telecommunications Inc.		4567.00m ²	3950.00m ²	35		40 Office
Acme California Office - Acme California Office Garage	Acme003G	26762 Menache Ln, Porterville, California, 93257, US	OWNED	Acme Consumer Services	Acme Communications Corporation						
ACZ Studio City	Acme 008	707 Holding Ln, Studio City, California, 91604, US	LEASED	Acme Consumer Services	Acme Telecommunications Inc.	Business Gen					
Orange County Office	Acme010	21465 Via Pablo, Aliso Viejo, California, 92656, US OTHER	LEASED	Acme Consumer Services	Acme Communications Corporation						
NEW											

Grouped Asset Schedule

This report is a comprehensive asset listing similar to the Asset Schedule Report, but assets are grouped by country, state/province, and Business Unit.

LeaseAccelerator Reports > Asset Schedule Grouped by Business Unit Search Filters Ownership Types All ownership types Business Units All business units Legal Entities All legal entities Asset Status All non-archived assets Search Term All results Asset Location All locations Asset Types All asset types Asset Fields To Display All asset details Generate Report Add Filter Section							
Asset	Reference No	Address	Status	Ownership	Business Unit	Entity	Asset Notes
Acme Arizona							
United States Dollar							
Acme Arizona Headquarters	AZ 1	1913 E San Carlos Place, Chandler, 85249, Arizona, US	Operational	LEASED	Acme Arizona	Acme Communications Corporation	
Chandler Regional	Chandler 1 Property	1913 E San Carlos Place, Chandler, 85249, Arizona, US	Operational	LEASED	Acme Arizona	Acme Communications Corporation	
Chandler Retail Sales	Chandler 2 Property	3870 Cooper Road, Suite B, Chandler, 85248, Arizona, US	Operational	LEASED	Acme Arizona	Acme Communications Corporation	
Acme Australia							
Australian Dollar							
Acme Australia Headquarters	Acme 006	1221 Boomerang Way, Sydney, 2000, New South Wales, Australia	Operational	LEASED	Acme Australia	Acme Communications Corporation	
Acme Consumer Services							
United States Dollar							
ACC Albuquerque	ACC2	4162 Second Street NW, Albuquerque, 87107, New Mexico, US	Operational	LEASED	Acme Consumer Services	Acme Communications Corporation	
Acme California Office	Acme003	26762 Monache Ln, Porterville, 93257, California, US	Operational	OWNED	Acme Consumer Services	Acme Telecommunications Inc.	
Acme California Office - Acme California Office Garage	Acme003G	26762 Monache Ln, Porterville, 93257, California, US	Operational	OWNED	Acme Consumer Services	Acme Communications Corporation	
Acme Nevada Office	Acme004	728 Maxley St, Las Vegas, 89148, Nevada, US	Operational	LEASED	Acme Consumer Services	Acme Telecommunications Inc.	
Acme Texas Office	Acme 005	3330 W. Royal Lane, Irving, 75063, Texas, US	Operational	LEASED	Acme Consumer Services	Acme Telecommunications Inc.	
HCL Studio City	Acme 008	707 Harding Ln, Studio City, 91604, California, US	Operational	LEASED	Acme Consumer Services	Acme Telecommunications Inc.	
Orange County Offices	Acme010	21465 Via Pablo, Aliso Viejo, 92656, California, US	Operational	OTHER	Acme Consumer Services	Acme Communications Corporation	
Acme Headquarters							
United States Dollar							

Tenancy Schedule

This report is a listing of any assets where there is a receivable contract attached. It includes information on the asset as well as some contract details and critical dates.

LeaseAccelerator

[Reports](#) > Tenancy Schedule

Search Filters

Ownership Types

All ownership types

Business Units

All business units

Legal Entities

All legal entities

Asset Status

All non-archived assets

Search Term

All results

Asset Location

All locations

Asset Types

All asset types

Asset Fields To Display

All asset details

Generate Report

Add Filter Section

Asset	Address	Status	Ownership	Business Unit	Entity	Asset Notes
US						
California						
Acme California Office						
Acme California Office (Acme001)	26762 Monache Ln, Porterville, 93257, California, US	Operational	OWNED	Acme Consumer Services	Acme Telecommunications Inc.	

Asset File Report

This report is a list of all assets with files attached, along with the filename.

LeaseAccelerator

[Reports](#) > [Files Linked to Asset Report](#)

Search Filters

Ownership Types

All ownership types

Business Units

All business units

Legal Entities

All legal entities

Asset Status

All non-archived assets

Search Term

All results

Asset Location

All locations

Asset Types

All asset types

Generate Report

Add Filter Section

Asset	File Name	Extension	Upload Date	Expiry Date	Download
ACC Albuquerque	Asset Cropped Map Image.png	.png	12/06/2021		Asset Cropped Map Image.png
ACC Headquarters	ACCHeadquartersDenver.jpg	.jpg	12/02/2021		ACCHeadquartersDenver.jpg
ACC Headquarters	Asset Cropped Map Image.png	.png	12/02/2021		Asset Cropped Map Image.png
Acme Arizona Headquarters	Asset Cropped Map Image.png	.png	08/04/2021		Asset Cropped Map Image.png
Acme Australia Headquarters	Asset Cropped Map Image.png	.png	11/13/2019		Asset Cropped Map Image.png
Acme California Office	Asset Cropped Map Image.png	.png	11/07/2019		Asset Cropped Map Image.png
Acme California Office - Acme California Office Garage	Asset Cropped Map Image.png	.png	08/19/2021		Asset Cropped Map Image.png
Acme Headquarters	ACME, Inc. Employee Directory v4.xlsx	.xlsx	11/06/2019		ACME, Inc. Employee Directory v4.xlsx
Acme Headquarters	Asset Cropped Map Image.png	.png	11/04/2019		Asset Cropped Map Image.png
Acme Nevada Office	Asset Cropped Map Image.png	.png	11/07/2019		Asset Cropped Map Image.png
Acme ND Headquarters	Asset Cropped Map Image.png	.png	11/13/2019		Asset Cropped Map Image.png
Acme Telecommunications	Asset Cropped Map Image.png	.png	11/07/2019		Asset Cropped Map Image.png
Acme Texas Office	Acadia (First Amendment).pdf	.pdf	08/30/2021		Acadia (First Amendment).pdf
HCL Studio City	Asset Cropped Map Image.png	.png	11/13/2019		Asset Cropped Map Image.png
Fuller Office	Asset Cropped Map Image.png	.png	12/06/2021		Asset Cropped Map Image.png
Orange County Offices	Asset Cropped Map Image.png	.png	08/19/2021		Asset Cropped Map Image.png

Asset Task Report

This report lists any asset with associated tasks and includes information on what the task is, due dates, and who the task is allocated to.

LeaseAccelerator									
Reports > Asset Task Report									
Search Filters									
Test Categories	All Categories								
Allocated To	Any user								
Completion Status	All								
Ownership Types	All ownership types								
Business Units	All business units								
Legal Entities	All legal entities								
Asset Status	All non-archived assets								
Search Term	All results								
Asset Location	All locations								
Asset Types	All asset types								
Generate Report Add Filter Section									
Asset Name	Address	Business Unit	Entity	Category	Description	Subject	Due Date	Allocated	
ACC Headquarters	357 Platteau Circle, 80534, Denver, CO, US	Acme Headquarters	Acme Communications Corporation	Obtain Renewal Quote	Notify Landlord of intent to renew and obtain a renewal quote.	Notify Landlord	10/01/2022	Corinne Rest	
Acme Australia Headquarters	1221 Boomerang Way, 2000, Sydney, NSW, AU	Acme Australia	Acme Communications Corporation	Fire Inspection	Schedule Fire inspection within 30 days.	Schedule Fire Marshall Inspection	03/23/2022	Brian Wemy	
Acme California Office	26762 Monache Ln, 92037, Forterville, CA, US	Acme Consumer Services	Acme Telecommunications Inc.	Intent to Enter	Notify Lessee of Landlord's intent to enter premises for annual inspection.	Notify Lessee of Intent to Enter	04/01/2022	Jorgen Palmer	
Acme Headquarters	100 Acme Drive, 20191, Reston, VA, US	Acme Headquarters	Acme Communications Corporation	Fire Inspection	Schedule Fire inspection within 60 days.	Schedule Fire Marshall Inspection	02/01/2026	Brad Harmon	
Acme Headquarters	100 Acme Drive, 20191, Reston, VA, US	Acme Headquarters	Acme Communications Corporation	Fire Inspection	Schedule Fire inspection within 60 days.	Schedule Fire Marshall Inspection	02/01/2027	Brad Harmon	
Acme Headquarters	100 Acme Drive, 20191, Reston, VA, US	Acme Headquarters	Acme Communications Corporation	Fire Inspection	Schedule Fire inspection within 60 days.	Schedule Fire Marshall Inspection	02/01/2023	Brad Harmon	
Acme Headquarters	100 Acme Drive, 20191, Reston, VA, US	Acme Headquarters	Acme Communications Corporation	Fire Inspection	Schedule Fire inspection within 60 days.	Schedule Fire Marshall Inspection	02/01/2024	Brad Harmon	
Acme Headquarters	100 Acme Drive, 20191, Reston, VA, US	Acme Headquarters	Acme Communications Corporation	Fire Inspection	Schedule Fire inspection within 60 days.	Schedule Fire Marshall Inspection	02/01/2022	Brad Harmon	
Acme Headquarters	100 Acme Drive, 20191, Reston, VA, US	Acme Headquarters	Acme Communications Corporation	Fire Inspection	Schedule Fire inspection within 60 days.	Schedule Fire Marshall Inspection	02/01/2025	Brad Harmon	
Acme Telecommunications	555 Telford Way, 92255, Angelwood, CA, US	Acme Telecommunications HQ	Acme Telecommunications Inc.	Obtain Renewal Quote	Notify landlord of intent to renew and obtain renewal quote	Notify Landlord		Corinne Rest	

Rental Liability Report

This report shows a breakdown of costs for assets, including review costs and per annum costs through the life of any contract.

LeaseAccelerator									
Reports > Rental Liability Report									
Search Filters									
Contract Currency	United States Dollar								
Contract Type Categories	All Contract Categories								
Contract Type	All contract types								
Contract Cost Category Groups	All Contract Cost Categories Groups								
Cost Category	All Cost Categories								
Show	Payable Contracts								
Show Archived Contracts	Hide Archived Contracts								
Report Year	2023								
Report Range	10								
Show Other Costs Summed	No								
Ownership Types	All ownership types								
Business Units	All business units								
Legal Entities	All legal entities								
Asset Status	All non-archived assets								
Search Term	All results								
Asset Location	All locations								
Asset Types	All asset types								
Exercise Future Options	No								
Action All Future Reviews	No								
Generate Report Add Filter Section									
Contract Name	Contract Reference No	Category	Contractor	Contracting Party	Assets	Contract Start	Contract End	Initial Review Details	
ACC Albuquerque Office	ACC2	Lease	Cyrus One LLC		ACC Albuquerque	01/01/2014		- Activated on : 01/01/2014, Effective From: 01/01/2014 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$5,500.00 USD No Tax (\$66,000.00 USD P.A. ex Tax)	
ACC Headquarters-Denver	ACC1	Lease	Trilogy Leasing Co., Inc.		ACC Headquarters	01/01/2021		- Activated on : 01/01/2021, Effective From: 01/01/2021 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$85,750.00 USD No Tax (\$1,029,000.00 USD P.A. ex Tax)	
Acme Home Office Lease Agreement	Acme 100	Lease	CBRE Group, Inc.		Acme Headquarters	04/01/2012		- Activated on : 04/01/2012, Effective From: 04/01/2012 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$5,000.00 USD No Tax (\$60,000.00 USD P.A. ex Tax) - CAR (Operating Expenses): Paid In Advance Monthly on the 1st of the month, \$300.00 USD No Tax (\$3,600.00 USD P.A. ex Tax) - Insurance (Insurance): Paid In Advance Monthly on the 1st of the month, \$250.00 USD No Tax (\$3,000.00 USD P.A. ex Tax) - Maintenance (Operating Expenses): Paid In Advance Monthly on the 1st of the month, \$175.00 USD No Tax (\$2,100.00 USD P.A. ex Tax) - Utilities (Operating Expenses): Paid In Advance Monthly on the 1st of the month, \$1,850.00 USD No Tax (\$22,200.00 USD P.A. ex Tax)	
Acme Nevada Warehouse/Office Lease Agreement	Acme 400	Lease	U.S. Bancorp Finance, Inc.		Acme Nevada Office	11/30/2013		- Activated on : 11/30/2013, Effective From: 11/30/2013 - Base Rent (Rent): Paid In Advance Monthly on the 30th of the month, \$3,250.00 USD No Tax (\$39,000.00 USD P.A. ex Tax)	
Acme TCS HQ Lease Agreement	Acme 200	Lease	CBRE Group, Inc.		Acme Telecommunications	06/01/1998		- Activated on : 06/01/1998, Effective From: 06/01/1998 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$3,500.00 USD No Tax (\$42,000.00 USD P.A. ex Tax) - Utilities (Operating Expenses): Paid In Advance Monthly on the 1st of the month, \$750.00 USD No Tax (\$9,000.00 USD P.A. ex Tax)	
Acme Texas Warehouse/Office Lease Agreement	Acme 500	Lease	U.S. Bancorp Finance, Inc.		Acme Texas Office	03/01/2015		- Activated on : 03/01/2015, Effective From: 03/01/2015 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$3,500.00 USD No Tax (\$42,000.00 USD P.A. ex Tax) - Utilities (Operating Expenses): Paid In Advance Monthly on the 1st of the month, \$1,250.00 USD No Tax (\$15,000.00 USD P.A. ex Tax)	
Chandler Regional Office	Chandler 1	Lease	Russell Property Services		Chandler Regional	01/01/2021		- Activated on : 01/01/2021, Effective From: 01/01/2021 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$2,500.00 USD No Tax (\$30,000.00 USD P.A. ex Tax)	
Chandler Retail Office	Chandler 2	Lease	Russell Property Services		Chandler Retail Sales	01/01/2021		- Activated on : 01/01/2021, Effective From: 01/01/2021 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$2,500.00 USD No Tax (\$30,000.00 USD P.A. ex Tax)	

Consent Approval Report

This report lists any consents that have been entered for the asset and gives details on the status of those consent approvals.

LeaseAccelerator

Navigation > Consent Approval Report

Search Filters

Ownership Types: All ownership types

Business Units: All business units

Legal Entities: All legal entities

Asset Status: All non-archived assets

Search Term: All results

Asset Location: All locations

Asset Types: All asset types

Generate Report Add Filter Section

Asset	Reference No	Address	Ownership	Business Unit	Entity	Primary Use	Other Uses	Consent Approval No.	Application Type
Shore County Office	Acme010	21465 Via Patis, Aliso Viejo, 92656, CA, US	OTHER	Acme Consumer Services	Acme Communications Corporation			123456	Enter Building

Asset Insurance Report

This report lists details on any insurance certificate information that has been entered for an asset.

LeaseAccelerator

Navigation > Asset Insurance Report

Search Filters

Ownership Types: All ownership types

Business Units: All business units

Legal Entities: All legal entities

Asset Status: All non-archived assets

Search Term: All results

Asset Location: All locations

Asset Types: All asset types

Asset Fields To Display: All asset details

Generate Report Add Filter Section

Asset	Reference No	Address	Status	Ownership	Business Unit	Entity	Asset Notes
Acme Telecommunications	Acme002	555 Telford Way, Angewind, 92255, California, US	Operational	LEASED	Acme Telecommunications HQ	Acme Telecommunications Inc.	

Contact Custom Field Report

This report lists details for contacts associated with assets.

LeaseAccelerator

Navigation > Contact Custom Field Report

Search Filters

Get Contacts From: All Records

Show Custom Field Types: All Custom Field Types

Ownership Types: All ownership types

Business Units: All business units

Legal Entities: All legal entities

Asset Status: All non-archived assets

Search Term: All results

Asset Location: All locations

Asset Types: All asset types

Generate Report Add Filter Section

Asset	Custom Field/Contact Type	Contact	Address 1	Address 2	Description	Phone 1	Phone 2	Fax
ACC Albuquerque - ACC Albuquerque Office	Contractor	Cyrus One LLC	2101 Cedar Springs Road/Dallas, Dallas, 75201, TX, US			855-564-3198		
ACC Albuquerque - ACC Albuquerque Office	Contracted Party	Acme Communications Corporation	100 Acme Drive, Reston, 20191, VA, US	100 Acme Drive, Reston, 20191, VA, US				
ACC Headquarters - ACC Headquarters-Denver	Contractor	Trinity Leasing Co., Inc.	2551 US-130, Cranbury, 08512, NJ, US			609-860-9900		
ACC Headquarters - ACC Headquarters-Denver	Contracted Party	Acme, Inc.	100 Acme Drive, Reston, 20191, VA, US	100 Acme Drive, Reston, 20191, VA, US				
Acme Australia Headquarters	Property Details - Real Estate Contact	Jane Matthews (Acme Australia)						
Acme Australia Headquarters	Property Details - Real Estate Contact	Jane Matthews (Acme Australia)						
Acme Australia Headquarters	Property Details - Real Estate Contact	Jane Matthews (Acme Australia)						
Acme Australia Headquarters - Acme Australia Headquarters Lease Agreement	Contracted Party	Acme, Inc.	100 Acme Drive, Reston, 20191, VA, US	100 Acme Drive, Reston, 20191, VA, US				
Acme Australia Headquarters - Acme Australia Headquarters Lease Agreement	Contractor	CBRE Group, Inc.	11150 Santa Monica Blvd., Los Angeles, 90025, CA, US			310-405-8900		
Acme California Office	Property Details - Real Estate Contact	Juanita Stevens (Acme Consumer Services)						
Acme California Office	Property Details - Real Estate Contact	Juanita Stevens (Acme Consumer Services)						
Acme California Office - Acme CA Tenant Lease	Property Details - Real Estate Contact	Juanita Stevens (Acme Consumer Services)	2800 W Burnell Ave, Visalia, 93291, CA, US					
Acme California Office - Acme CA Tenant Lease	Contracted Party	Tulare County Supervisor	100 Acme Drive, Reston, 20191, VA, US	100 Acme Drive, Reston, 20191, VA, US				
Acme California Office - JS Landscaping Contract 2017-18	Contractor	Acme, Inc.	100 Acme Drive, Reston, 20191, VA, US	100 Acme Drive, Reston, 20191, VA, US				
Acme California Office - JS Landscaping Contract 2017-18	Contracted Party	Acme Communications Corporation	100 Acme Drive, Reston, 20191, VA, US	100 Acme Drive, Reston, 20191, VA, US				
Acme California Office - JS Landscaping Contract 2017-18	Contractor	JS Landscaping LLC	26764 Avenue 128, Porterville, 93257, CA, US			1-800-JSLAND4		
Acme California Office - JS Landscaping Contract 2017-18	Property Details - Real Estate Contact	Niki Paulson (Acme, Inc.)						
Acme Headquarters	Property Details - Real Estate Contact	Niki Paulson (Acme, Inc.)						
Acme Headquarters	Property Details - Real Estate Contact	Niki Paulson (Acme, Inc.)						
Acme Headquarters - Acme Home Office Lease Agreement	Contractor	CBRE Group, Inc.	11150 Santa Monica Blvd., Los Angeles, 90025, CA, US			310-405-8900		

Compliance Reports

This grouping of reports contains data pertaining to compliance and compliance status.

Compliance Report by Country and State

This report lists asset compliance status, grouped by country and state/province.

LeaseAccelerator

[Sign Up](#) > [Company Report](#)

Search Filters

Ownership Type

All ownership types

Business Units

All business units

Legal Entities

All legal entities

Asset Status

All non-archived assets

Search Term

All results

Asset Location

All locations

Asset Types

All asset types

Compliance Items

All compliance items

Only Show Non-Compliance

No

Report Date

Today

Generate Report

Add Filter Section

Asset	Reference No	Address	Fire Protection System Certificate	Building Survey	Site Survey	HVAC Certification	Environmental Assessment	Municipal Lien Search	ADA Compliance Certificate	I-Codes Compliance Certificate	Fire Protection System Certificate 2	Fire Protection System Certificate Training
Australia												
New South Wales												
Acme Australia Headquarters	Acme 006	1221 Boomerang Way, Sydney, 2000, New South Wales, Australia	FALSE	N/A	TRUE	FALSE	N/A	N/A	TRUE	TRUE	N/A	N/A
India												
Maharashtra												
Acme IN Headquarters	Acme 007	13, Sahar Rd, Sambhaj Nagar, Vijay Nagar, Andheri East, Mumbai, 400047, Maharashtra, India	FALSE	N/A	FALSE	FALSE	N/A	N/A	FALSE	FALSE	N/A	N/A
US												
Arizona												
Acme Arizona Headquarters	AZ 1	1913 E San Carlos Place, Chandler, 85249, Arizona, US	FALSE	N/A	FALSE	FALSE	N/A	N/A	FALSE	FALSE	N/A	N/A
Chandler 1 Property		1913 E San Carlos Place, Chandler, 85249, Arizona, US	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Chandler 2 Property		3870 Cooper Road, Suite B, Chandler, 85248, Arizona, US	FALSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
California												
Acme California Office	Acme003	26762 Monache Ln, Porterville, 93257, California, US	FALSE	TRUE	TRUE	FALSE	N/A	TRUE	TRUE	TRUE	N/A	N/A
Acme California Office - Acme California Office Garage	Acme003G	26762 Monache Ln, Porterville, 93257, California, US	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Acme Telecommunications	Acme002	553 Tustin Way, Angellwood, 93255, California, US	TRUE	N/A	FALSE	TRUE	N/A	N/A	TRUE	FALSE	N/A	N/A
ACL Studio City	Acme 008	797 Holding Ln, Studio City, 91604, California, US	FALSE	N/A	FALSE	FALSE	N/A	N/A	FALSE	FALSE	N/A	N/A

Compliance Report by Asset Status

This report lists asset compliance status, group by asset status.

LeaseAccelerator

5825258 » Asset Compliance Taxes Report

Search Filters					
Ownership Types	All ownership types				
Business Units	All business units				
Legal Entities	All legal entities				
Asset Status	All non-archived assets				
Search Term	All results				
Asset Location	All locations				
Asset Types	All asset types				
Compliance Items	All Compliance Items				
Upcoming Window	02/13/2022				
Generate ReportAdd Filter Section					

Full Name	Compliance Type	Compliance Starting On	Compliance Expired On	Contractor	Certification Status
Operational					
ACL Albuquerque	ADA Compliance Certificate	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	Building Survey	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	Fire Protection System Certificate	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	HVAC Certification	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	I-Codes Compliance Certificate	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	Municipal Lien Search	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	Site Survey	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	ADA Compliance Certificate	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	Building Survey	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	Fire Protection System Certificate	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	HVAC Certification	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	I-Codes Compliance Certificate	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	Municipal Lien Search	Never compliant	Never compliant	No contractor selected	No contractor selected
ACL Albuquerque	Site Survey	Never compliant	Never compliant	No contractor selected	No contractor selected
Acme Arizona Headquarters	ADA Compliance Certificate	Never compliant	Never compliant	No contractor selected	No contractor selected
Acme Arizona Headquarters	Building Survey	Never compliant	Never compliant	No contractor selected	No contractor selected
Acme Arizona Headquarters	Fire Protection System Certificate	Never compliant	Never compliant	No contractor selected	No contractor selected
Acme Arizona Headquarters	HVAC Certification	Never compliant	Never compliant	No contractor selected	No contractor selected
Acme Arizona Headquarters	I-Codes Compliance Certificate	Never compliant	Never compliant	No contractor selected	No contractor selected
Acme Arizona Headquarters	Municipal Lien Search	Never compliant	Never compliant	No contractor selected	No contractor selected
Acme Arizona Headquarters	Site Survey	Never compliant	Never compliant	No contractor selected	No contractor selected
Acme Australia Headquarters	ADA Compliance Certificate	11/15/2019	N/A	No contractor selected	No contractor selected
Acme Australia Headquarters	Building Survey	Never compliant	Never compliant	No contractor selected	No contractor selected
Acme Australia Headquarters	Fire Protection System Certificate	11/15/2019	01/01/2020	Andrew Fire Protection	No certifications required

Contract Reports

Contract reports contain data pertaining to all Contract Types and any associated costs.

Critical Contract Dates

This report lists all critical dates for assets and contracts, including expiring contracts, upcoming reviews, unexercised options, and holdover periods.

LeaseAccelerator
Reports > Critical Contract Status Report

Search Filters

Critical Dates in Next	180 days
Contract Category	All Contract Categories
Contract Type	All contract types
Business Unit	All Business Units
Asset Location	All Locations
Include	Payable and Receivable
Include Overdue Items	No

Search

Expiring Contracts

Contract Expiry	Contract Description	Asset	Contract Type	Contract Commenced	Next Option Exercise Start	Next Option Exercise End	Contract Status	Contract Notes
03/31/2022	Acme Home Office Lease Agreement	Acme Headquarters	Real Estate Standard Lease	04/01/2012			Real Estate Standard Lease Acme Home Office Lease Agreement (Acme 100) will expire in 77 days	
04/30/2022	Acme CA Tenant Lease	Acme California Office	Sublease	07/01/2018			Sublease Acme CA Tenant Lease (ACA-Tenant) will expire in 168 days	

Upcoming Reviews

No results - please verify search filter settings and try again

Upcoming Unexercised Options

No results - please verify search filter settings and try again

Upcoming Clauses

Cause Date	Date Type	Contract Description	Asset	Contract Type	Description
04/01/2022	Reminder	Acme Home Office Lease Agreement	Acme Headquarters	Real Estate Standard Lease	11.9. Property - Holdover: reminder date is due in 78 days
04/01/2022	Earliest	Acme Home Office Lease Agreement	Acme Headquarters	Real Estate Standard Lease	11.9. Property - Holdover: earliest date is due in 78 days

Critical Tasks

This report lists all overdue and upcoming critical tasks, grouped by days until due.

LeaseAccelerator
Reports > Critical Tasks Report

Search Filters

Critical Dates in Next	24 Months
Critical Tasks to show	No Reviews, Terms/Options, Asset Compliance, Asset Tasks, Consent Approvals
Grouping Interval	30 days
Number of groupings	3
Business Units	All Business Units
Asset Location	All Locations
Include Contracts in holdover	No
Include Overdue Items	Yes
Include Description Column	No
Task Category	All Task Categories
Task Allocated To	All Tasks

Generate Report

Critical Date	Asset Name	Related Record	Critical Task State	Description	Notes	Asset Location
Overdue						
12/31/2020	Acme Australia Headquarters	Contract: Acme Australia Headquarters Lease Agreement	Contract Expired	Real Estate Standard Lease Acme Australia Headquarters Lease Agreement (Acme 600) has expired		NSW, AU
09/14/2021	Orange County Office	Consent Approval: 123456	Consent Approval has lapsed	Permission to enter building after hours, consent for Orange County Offices (Consent Approval No.: 123456) consent lapse date is overdue		CA, US
09/15/2021	Orange County Office	Consent Approval: 123456	Consent Approval is Overdue For Renewal	Permission to enter building after hours, consent for Orange County Offices (Consent Approval No.: 123456) consent renewal is overdue		CA, US
0 - 30 days						
01/31/2022	Acme Australia Headquarters	Task: Schedule Fire Marshal Inspection	Task Upcoming	Schedule Fire inspection within 30 days, is due in 18 days		NSW, AU
02/01/2022	Acme Headquarters	Task: Schedule Fire Marshal Inspection	Task Upcoming	Schedule Fire inspection within 60 days, is due in 19 days		VA, US
60 - 90 days						
03/31/2022	Acme Headquarters	Contract: Acme Home Office Lease Agreement	Contract Expiring	Real Estate Standard Lease Acme Home Office Lease Agreement (Acme 100) will expire in 77 days		VA, US
04/01/2022	Acme California Office	Task: Notify Lessee of Intent to Enter	Task Upcoming	Notify Lessee of Landlord's intent to enter premises for annual inspection, is due in 78 days		CA, US
90+ days						
10/01/2022	Acme Headquarters	Task: Notify Landlord	Task Upcoming	Notify Landlord of intent to renew and obtain a renewal quote, is due in 261 days		CO, US
02/01/2023	Acme Headquarters	Task: Schedule Fire Marshal Inspection	Task Upcoming	Schedule Fire inspection within 60 days, is due in 284 days		VA, US
10/31/2023	Acme Australia Headquarters	Contract: Acme Australia Headquarters Lease Agreement	Option Exercise Window Expiring	Renewal Option 2 for Real Estate Standard Lease Acme Australia Headquarters Lease Agreement (Acme 600) exercise window will expire in 656 days, Status: Pending		NSW, AU

Asset Contract Report

This report lists contracts and associated costs, grouped by country and state/province. Each cost will have its own line item for each contract.

LeaseAccelerator

Contracts > Contracts by Asset Report

Search Filters

Contract Type Categories: All Contract Categories

Contract Type: All contract types

Show: Payable Contracts

Show Archived Contracts: Hide Archived Contracts

Ownership Types: All ownership types

Business Units: All business units

Legal Entities: All legal entities

Asset Status: All non-archived assets

Search Term: All results

Asset Location: All locations

Asset Types: All asset types

Generate Report

Description	Category	Contractor	Contracting Party	Currency	Status	Initial Term Start	Current Term Start	Current Term End	Next Option Exercise Start	Next Option Exercise End	Next Option Start	Next Option End	Last Term Start	Last Term End
Australia														
New South Wales														
Acme Australia Headquarters														
Australian Dollar (AUD)														
Acme Australia Headquarters	Real Estate Standard Lease	CBRE Group, Inc.	Acme, Inc.	Australian Dollar (AUD)	Current	01/01/2010	01/01/2018	12/31/2020		10/31/2023	01/01/2021	12/31/2023	01/01/2021	12/31/2023
Acme Australia Headquarters				Australian Dollar (AUD)										
Acme Australia Headquarters				Australian Dollar (AUD)										
Acme Australia Headquarters				Australian Dollar (AUD)										
Acme Australia Headquarters				Australian Dollar (AUD)										
Acme Australia Headquarters				Australian Dollar (AUD)										
Acme Australia Headquarters				Australian Dollar (AUD)										
Acme Australia Headquarters				Australian Dollar (AUD)										
India														
Maharashtra														
Acme IN Headquarters														
India rupee (INR)														
Acme IN Headquarters	Real Estate Standard Lease	Trilogy Leasing Co., Inc.	Acme, Inc.	India rupee (INR)	Current	01/01/2013	07/01/2021	06/30/2023					07/01/2021	06/30/2023

Comprehensive Contract Export

This report lists contracts with all details, including any custom fields configured for the Contract Type, and costs associated with the contract.

LeaseAccelerator

Contracts > Contract Export

Search Filters

Contract Currency: United States Dollar

Contract Type Categories: All Contract Categories

Contract Type: All contract types

Cost Category: All Cost Categories

Show: Payable Contracts

Show Archived Contracts: Hide Archived Contracts

Ownership Types: All ownership types

Business Units: All business units

Legal Entities: All legal entities

Asset Status: All non-archived assets

Search Term: All results

Asset Location: All locations

Asset Types: All asset types

Contract Fields to Display: All contract details

Generate Report

Contract Description	Address	Suburb	State	Contract Reference No	Contract Type	Contractor	Contracting Party	Income/Expense Nature	Currency
ACC Albuquerque Office	4162 Second Street NW	Albuquerque	New Mexico	ACC2	Real Estate Standard Lease	Cyrus One LLC	Acme Communications Corporation	Expenditure	United States Dollar
ACC Headquarters Denver	557 Platteau Circle	Denver	Colorado	ACC1	Real Estate Standard Lease	Trilogy Leasing Co., Inc.	Acme, Inc.	Expenditure	United States Dollar
Acme Home Office Lease Agreement	100 Acme Drive	Renton	Virginia	Acme 100	Real Estate Standard Lease	CBRE Group, Inc.	Acme, Inc.	Expenditure	United States Dollar

Lease Accounting Significant Contracts

This report lists all contracts that meet the lease accounting significant reporting standards according to the configuration of Contract Types.

LeaseAccelerator

Reports > Lease Accounting Significant Contract Reports

Search Filters

Generate Report

Description	Reference Number	Contract Category	Contract Type	Contract Type Exclusion Reasons	Asset	State	Entity	Business Unit
ACC Albuquerque Office	ACC2	Lease	Real Estate Standard Lease		ACC Albuquerque	NM	Acme Communications Corporation	Acme Consumer Services
ACC Headquarters-Denver	ACC1	Lease	Real Estate Standard Lease		ACC Headquarters	CO	Acme Communications Corporation	Acme Headquarters
Acme Australia Headquarters Lease Agreement	Acme 600	Lease	Real Estate Standard Lease		Acme Australia Headquarters	NSW	Acme Communications Corporation	Acme Australia
Acme Home Office Lease Agreement	Acme 100	Lease	Real Estate Standard Lease		Acme Headquarters	VA	Acme Communications Corporation	Acme Headquarters
Acme Nevada Warehouse Office Lease Agreement	Acme 400	Lease	Real Estate Standard Lease		Acme Nevada Office	NV	Acme Telecommunications Inc.	Acme Consumer Services
Acme NS Headquarters Lease Agreement	Acme 008	Lease	Real Estate Standard Lease		Acme NS Headquarters	MAH	Acme Telecommunications Inc.	Acme Network Services
Acme TCS HQ Lease Agreement	Acme 200	Lease	Real Estate Standard Lease		Acme Telecommunications	CA	Acme Telecommunications Inc.	Acme Telecommunications HQ
Acme Texas Warehouse Office Lease Agreement	Acme 500	Lease	Real Estate Standard Lease		Acme Texas Office	TX	Acme Telecommunications Inc.	Acme Consumer Services
Chandler Regional Office	Chandler 1	Lease	Real Estate Standard Lease		Chandler Regional	AZ	Acme Communications Corporation	Acme Arizona
Chandler Retail Office	Chandler 2	Lease	Real Estate Standard Lease		Chandler Retail Sales	AZ	Acme Communications Corporation	Acme Arizona
Fulmer Office	JF001	Lease	Real Estate Standard Lease		Fulmer Office	UT	Acme Communications Corporation	Acme Utah

Contract Liability

This report lists contracts and the associated liability, including yearly cost breakdowns.

LeaseAccelerator

Reports > Contract Liability Report

Search Filters

Contract Type Categories: All Contract Categories

Contract Type: All contract types

Contract Cost Category Groups: All Contract Cost Categories Groups

Cost Category: All Cost Categories

Show: Payable Contracts

Show Archived Contracts: Hide Archived Contracts

Report Year: 2022

Report Range: 10

Show Other Costs Summed: No

Ownership Types: All ownership types

Business Units: All business units

Legal Entities: All legal entities

Asset Status: All non-archived assets

Search Term: All results

Asset Location: All locations

Asset Types: All asset types

Exercise Future Options: No

Action All Future Reviews: No

Generate Report

Contract Name	Contract Reference No	Category	Contractor	Contracting Party	Assets	Contract Start	Contract End	Initial Review Details
ACC Albuquerque Office	ACC2	Real Estate Standard Lease	Cyrus One LLC	Acme Communications Corporation	ACC Albuquerque	01/01/2014	12/31/2023	- Activated on: 01/01/2014, Effective From: 01/01/2014 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$5,500.00 USD No Tax (186,000.00 USD P.A. ex Tax) - Activated on: 01/01/2021, Effective From: 01/01/2021 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$85,750.00 USD No Tax (\$1,029,000.00 USD P.A. ex Tax)
ACC Headquarters-Denver	ACC1	Real Estate Standard Lease	Trilogy Leasing Co., Inc.	Acme, Inc.	ACC Headquarters	01/01/2021	12/31/2026	- Activated on: 01/01/2021, Effective From: 01/01/2021 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$15,500.00 AUD +GST (18,600.00 AUD P.A. ex Tax) - CAR (Operating Expenses): Paid In Advance Monthly on the 1st of the month, \$650.00 AUD +GST (7,800.00 AUD P.A. ex Tax) - Insurance (Insurance): Paid In Advance Monthly on the 1st of the month, \$4,850.00 AUD +GST (58,200.00 AUD P.A. ex Tax) - Maintenance (Operating Expenses): Paid In Advance Monthly on the 1st of the month, \$525.00 AUD +GST (6,300.00 AUD P.A. ex Tax)
Acme Australia Headquarters Lease Agreement	Acme 600	Real Estate Standard Lease	CBRE Group, Inc.	Acme, Inc.	Acme Australia Headquarters	01/01/2010	12/31/2020	- Activated on: 01/01/2010, Effective From: 01/01/2010 - Base Rent (Rent): Paid In Advance Monthly on the 1st of the month, \$15,500.00 AUD +GST (18,600.00 AUD P.A. ex Tax) - CAR (Operating Expenses): Paid In Advance Monthly on the 1st of the month, \$650.00 AUD +GST (7,800.00 AUD P.A. ex Tax) - Insurance (Insurance): Paid In Advance Monthly on the 1st of the month, \$4,850.00 AUD +GST (58,200.00 AUD P.A. ex Tax) - Maintenance (Operating Expenses): Paid In Advance Monthly on the 1st of the month, \$525.00 AUD +GST (6,300.00 AUD P.A. ex Tax)

Contract Summary

This report summarizes each contract and includes all contract details including any custom fields configured for Contract Types. This report also includes totals for area, cost, and cost/area unit.

AssetAccelerator

[Assets](#) > Contract Summary Report

Search Filters

Contract CurrencyUnited States Dollar

Contract Type CategoriesAll Contract Categories

Contract TypeAll contract types

Contract Cost Category GroupsAll Contract Cost Categories Groups

Cost CategoryAll Cost Categories

ShowPayable Contracts

Show Archived ContractsHide Archived Contracts

Report Year2022

Show Other CostsNo

Ownership TypesAll ownership types

Business UnitsAll business units

Legal EntitiesAll legal entities

Asset StatusAll non-archived assets

Search TermAll results

Asset LocationAll locations

Asset TypesAll asset types

Contract Fields To DisplayAll contract details

Generate Report

Code	Branch	Staff Numbers	Staff Capacity	Leittable Area ()	Current Term Start	Current Term End	Current Terms Duration	# Options	Next Option Exercise Start	Next Option Exercise End	Next Option Term Length	Next Unactioned Renewal Date
Chandler 1 Property	Chandler Regional (Chandler 1 Property)	0	0	1,0000 m ²	01/01/2021	12/31/2024	4y	2	10/01/2024	12/31/2024	2y	01/01/2023
Acrme04	Acrme Nevada Office (Acrme04)	68	75	12500.0000 m ³	11/30/2020	11/24/2025	5y					
JFO01	Fulmer Office (JFO01)	0	0	1,00000 m ³	01/01/2021	12/31/2024	4y	0				
Chandler 2 Property	Chandler Retail Sales (Chandler 2 Property)	0	0	1,00000 m ³	01/01/2021	12/31/2024	4y	2	10/01/2024	12/31/2024	2y	01/01/2023
Acrme02	Acrme Telecommunications (Acrme02)	125	150	27000.0000 m ³	09/01/2020	08/31/2027	7y	0				
ACC2	ACC Albuquerque (ACC2)	0	0	1,00000 m ³	01/01/2022	12/31/2023	2y	0				01/01/2023
ACC1	ACC Headquarters (ACC1)	0	0	1,00000 m ³	01/01/2021	12/31/2026	6y	1			6y	
Acrme 005	Acrme Texas Office (Acrme 005)	72	75	12500.0000 m ³	03/01/2015	02/28/2025	10y	1		12/01/2024	5y	
Acrme 001	Acrme Headquarters (Acrme 001)	250	39000.0000 m ³		04/01/2012	03/31/2022	10y					04/01/2021
Contract Summary Totals				600	91005.0000 m ³			6				

Financial Reports

The reports in this category deal with information regarding forecasting, budgeting, and expenditure.

Monthly Journal

This report lists details of monthly costs for a specific month during a financial year.

[illegible]

Invoice Field Report

This report lists invoice details for a selected custom field.

LeaseAccelerator
Reports > Invoice Field Report

Search Filters	
Invoice Cost Category	Rent - Base Rent
Category Field	Square Feet
Show	Payable
Currency	United States Dollar
Report Month	January
Report Year	2021
Show Invoice Cost Values	Yes
Ownership Types	All ownership types
Business Units	All business units
Legal Entities	All legal entities
Asset Status	All non-archived assets
Search Term	All results
Asset Location	All locations
Asset Types	All asset types
Asset Fields To Display	All asset details

Generate Report

Branch	Contractor	Ledger Code	Square Feet Jan, 2021	Jan, 2021 Amount	Square Feet Feb, 2021	Feb, 2021 Amount	Square Feet Mar, 2021	Mar, 2021 Amount	Square Feet Apr, 2021
Anglewood Office	North Point Real Estate Inc.	001	1500.00	7500.00	1500.00	7500.00	1500.00	7500.00	1500.00
Houston Office	Roesler Property Management	001	1500.00	15000.00	1500.00	15000.00	1500.00	15000.00	1500.00
Orange County Office	Moulton Parkway Villas	001	1500.00	4000.00	1500.00	4000.00	1500.00	4000.00	0.00
Reston Office	North Point Real Estate Inc.	001	1500.00	35000.00	1500.00	35000.00	1500.00	35000.00	0.00
Texas Headquarters	Real Property Solutions	001	1500.00	11000.00	1500.00	11000.00	1500.00	11000.00	0.00
Vegas Office	North Point Real Estate Inc.	001	1500.00	8750.00	1500.00	8750.00	1500.00	8750.00	0.00
Square Feet Invoice Report Totals			9000.00	81250.00	9000.00	81250.00	9000.00	81250.00	3000.00

Annual Expenditure Report

This report breaks down total annual expenditures by month.

LeaseAccelerator
Reports > Annual Expenditure Report

Search Filters	
Starting Month	January
Year	2022
Cost View	Contracts
Show Compact View	Yes
Cost Categories to Show	All Cost Categories
Ownership Types	All ownership types
Business Units	All business units
Legal Entities	All legal entities
Asset Status	All non-archived assets
Search Term	All results
Asset Location	All locations
Asset Types	All asset types

Generate Report

Cost Category	Ledger Code	January, 2022	February, 2022	March, 2022	April, 2022	May, 2022	June, 2022	July, 2022	August, 2022	September, 2022
Chandler Regional (Chandler 1 Property)										
Rent - Base Rent	0	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Chandler Regional (Chandler 1 Property) Totals		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Chandler Retail Sales (Chandler 2 Property)										
Rent - Base Rent	0	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Chandler Retail Sales (Chandler 2 Property) Totals		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Acme Telecommunications (Acme002)										
Operating Expenses - Landscaping	0	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
Acme Telecommunications (Acme002) Totals		\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
Acme California Office (Acme003)										
Operating Expenses - Landscaping	0	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
Acme California Office (Acme003) Totals		\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
Acme Australia Headquarters (Acme 006)										
Fee - Management Fee	0	\$251.00	\$251.00	\$251.00	\$251.00	\$251.00	\$251.00	\$251.00	\$251.00	\$251.00
Acme Australia Headquarters (Acme 006) Totals		\$251.00	\$251.00	\$251.00	\$251.00	\$251.00	\$251.00	\$251.00	\$251.00	\$251.00
Acme NS Headquarters (Acme 007)										
Rent - Base Rent	0	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Acme NS Headquarters (Acme 007) Totals		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00

Financial Control Budget Report

This report projects known and unknown costs into yearly totals.

LeaseAccelerator
Reporting > Financial Control Budget Report

Search Filters

Report Start: 01/01/2022
Report End: 12/31/2022
Unamortized Cost Categories: All
Ownership Types: All ownership types
Business Units: All business units
Legal Entities: All legal entities
Asset Status: All non-archived assets
Search Term: All results
Asset Location: All locations
Asset Type: All asset types
Asset Fields To Display: All asset details
Assets to show: In Acme Headquarters

Generate Report

Full Name	Reference No	Cost Category Group	Next Review	January, 2022	February, 2022	March, 2022	April, 2022	May, 2022	June, 2022	July, 2022
Acme 001										
Acme Headquarters	Acme 001	Miscellaneous		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Acme Headquarters	Acme 001	Fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acme Headquarters	Acme 001	Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acme Headquarters	Acme 001	Taxes		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acme Headquarters	Acme 001	Rent		\$1500.00	\$1500.00	\$1500.00	\$1500.00	\$1500.00	\$1500.00	\$1500.00
Acme Headquarters	Acme 001	Insurance		\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
Acme Headquarters	Acme 001	Operating Expenses		\$2500.00	\$2500.00	\$2500.00	\$2500.00	\$2500.00	\$2500.00	\$2500.00
				\$6800.00	\$6800.00	\$6800.00	\$6800.00	\$6800.00	\$6800.00	\$6800.00

Generating a Standard Report

1. From the Top NavBar, select **Reporting**.
2. In the Reporting workspace, select the tab that contains the report you wish to generate.
3. Once on the appropriate tab, click on the report that you wish to generate.
4. Select the appropriate search filters.



Note: Different reports have different search filters. See the table below for a list of the various filters used for different reports.

5. Some reports allow adding additional filters based on Custom Fields that have been configured for certain master data. To add an additional filter, click **Add Filter**.
6. In the additional search criteria row, click **Add Filter** again.
7. In the pop-up, select the Custom Field you want to include as a parameter from the drop-down.
8. Now that field is part of your search criteria, and you may finish selecting all of your parameters.
9. Click **Generate Report**. The data will display below the search criteria.

Downloading a Report

Any report generated may be downloaded as an Excel workbook and saved locally.

1. From the Top NavBar, select **Reporting**.
2. In the Reporting workspace, generate the desired report.
3. Once the report has generated, click the **Download** icon in the top right of the Search Filters.
4. The report will be downloaded as an Excel workbook.

Saving and Viewing a Saved Report

Any report generated may be saved to allow other users to access it.

1. From the Top NavBar, select **Reporting**.
2. In the Reporting workspace, generate the desired report.
3. Once the report has generated, click the **Save File** icon in the top right of the Search Filters.
4. In the pop-up, enter the **Report Title**.
5. Then enter a **Report Description**.
6. If you want all users to be able to view the report, check the box to allow all users to view report.
7. Click **Save**.
8. The report is saved and will display as a Saved Report on the relevant report tab.
9. To view the report, click the saved report link.

Deleting a Saved Report

1. From the Top NavBar, select **Reporting**.
2. In the Reporting workspace, go to the reporting tab where the saved report may be found.
3. Click the **Delete** link next to the report name.
4. Click okay in the confirmation box to delete the report.

Search Filter Options

Option	Default	Description
Commonly Used Filter Options		
Ownership Types	All ownership types	Owned, Leases, Mixed Ownership
Business Units	All business units	Internal operating and reporting group
Legal Entities	All legal entities	Organization or company recognized as having fiduciary responsibility for the lease. This may or may not be the same company named on the contract as Lessee.
Asset Status	All non-archived assets	Indicates the operational status or archived if no longer active
Search Term	All results	Enter any keyword(s) to use to filter returned data.

Option	Default	Description
Commonly Used Filter Options		
Asset Location	All locations	Jurisdiction where the Asset is located
Asset Types	All asset types	Grouping of property types that have similar characteristics defined in Administration/Asset Types
Asset Fields To Display	All asset details	Data fields for display on the report
Asset Task Report		
Task Categories	All Categories	Groups of activities (Tasks)
Allocated To	Any user	List of users in particular environment
Completion Status	All	Status of a Task
Rental Liability Report		
Contract Currency	Afghani	Monetary currency
Contract Type Categories	All Contract Categories	Grouping of similar contract types, outlining common characteristics
Contract Type	All contract types	Type of Contract defined in Administration/Contract Types
Contract Cost Category Groups	All Contract Cost Categories Groups	Grouping of similar cost types, outlining common characteristics in a binding legal agreement
Cost Category	All Cost Categories	Grouping of similar cost types, outlining common characteristics
Show	Payable Contracts	Indicator for Payable or Receivable Contract
Show Archived Contracts	Hide Archived Contracts	Function to not display Archived Assets on the report
Report Year	2021	Indicator for the reporting year
Report Range	10	Number of years for reporting
Show Other Costs Summed	No	Function to total other costs on the report
Exercise Future Options	No	Indicator for whether the report should incorporate exercising of contract options

Option	Default	Description
Commonly Used Filter Options		
Action All Future Reviews	No	Indicator for whether the report should incorporate results of reviews in future periods
Contact Custom Field Report		
Get Contacts From	All Records	Indicator whether the Custom Fields should use Contacts from Assets or Contracts
Show Custom Field Types	All Custom Field Types	Grouping of Custom Fields defined
Compliance Report by Country and State		
Only Show Non-Compliance	No	Indicator to display or not display Compliance Items that are non-compliant
Report Date	Today	As at date for the report
Compliance Report by Asset Status		
Upcoming Window	22/02/2021	Establishes a range for reporting
Critical Contract Dates		
Critical Dates in Next	180 days	Selection for the date range
Include	Payable and Receivable	Selection for Payable or Receivable contracts
Include Overdue Items	No	Indicator whether to include or exclude overdue items on the report
Critical Tasks		
Critical Tasks to show	Reviews, Terms/Options	Selection for the types of Critical Tasks to include on the report
Grouping Interval	30 Days	Indicator for breaking the Critical Tasks in the report
Number of groupings	3	Indicator for the number of Critical Tasks to group
Include Contracts in holdover	No	Indicator whether to include Contracts in Holdover state in the report
Include Description Column	No	Indicator whether to include a column with description in the report

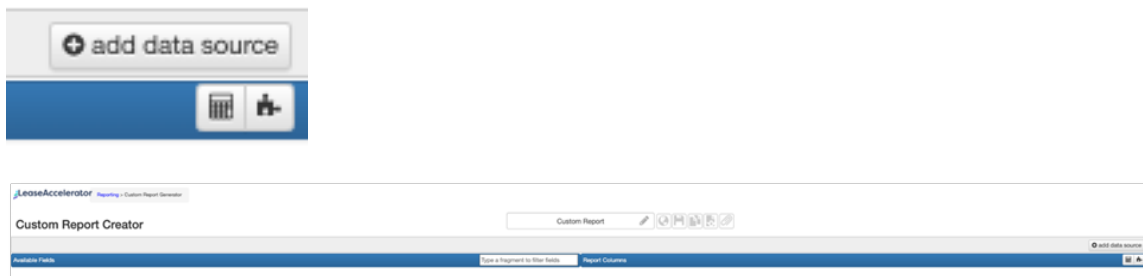
Option	Default	Description
Commonly Used Filter Options		
Task Category	All Task Categories	Grouping of similar task types, outlining common characteristics
Task Allocated To	All Tasks	Select persons to whom tasks are assigned
Asset Contract Report		
Contract Type	All contract types	Types of contracts defined in Administration Contract Types
Show	Payable Contracts	Indicator to include Payable or Receivable contracts in the report
Comprehensive Contract Export		
Contract Fields to Display	All contract details	Select fields to include in the report
Monthly Journal		
Report Month	January	Reporting month
Invoice Field Report		
Invoice Cost Category	Rent - Rent	Grouping of similar cost types, outlining common characteristics
Category Field	Please Select	Select fields to include in the report

Custom Reports

The custom report creator allows the user to create fully customizable reports on both assets and contract. Reports can be customized by selecting which specific fields the user would like to include in the report while also allowing the user to implement constraints on which assets or contracts should be included in the reporter. Reports are created using individual fields to specify what you want included in the report and the way in which you view each field can be modified within the creator. Filters can also be placed on the reports as to specialize which assets the user wishes to display in the report. The constraints are unique for assets and contracts as are fields. The creator also allows the user to name, save, duplicate, generate, and download the report as an excel spreadsheet.

Creating a Basic Report

1. From the Top NavBar, select **Reporting**.
2. Once in the **Reporting** workspace, go the **Custom Reports** tab.
3. Under the **Standard Reports** header, click **Custom Report** to build a new report.



4. First, select the **Data Source** from which to pool your data by clicking **Add Data Source**.

Select a data source to add

Please select from the available data sources. Note that which data sources are available depends on which datasources have already been added (if any)

Data source: Asset

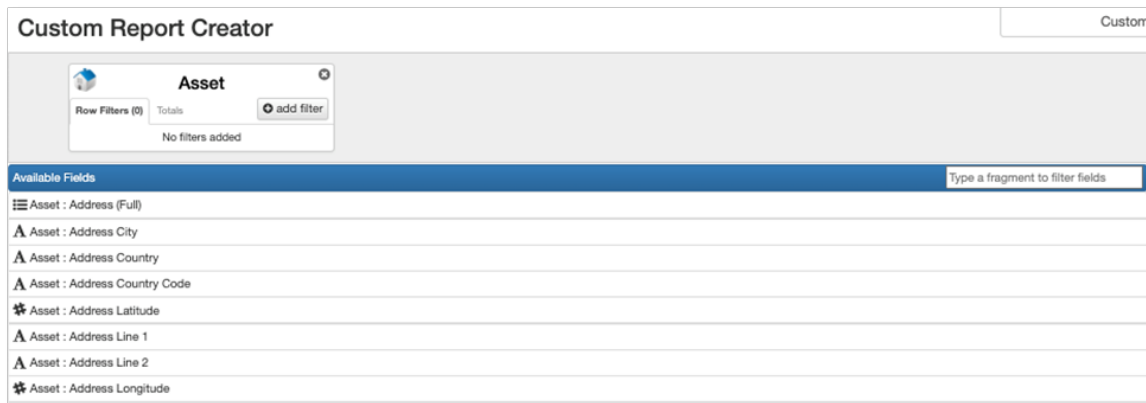
Assets are the full set of asset records in the system

Add
Cancel

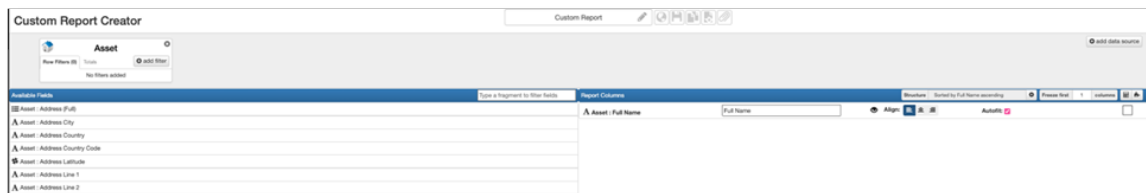
5. In the pop-up, choose the **Data Source** from the drop-down. This forms the basis of your report, as any other data added into the report stems from this initial data source.

- Asset: Full set of asset records in system
- Contract: Full set of payable and receivable contracts recorded in system
- Invoice: Full set of payable and receivable invoices in system

6. Click **Add**.



7. Once you've selected the initial Data Source, specific fields related to your chosen data source will appear.



- To include a field in your report, select it from the left **Available Fields** section and drag and drop it to the right **Report Columns** section.
- You may continue to drag and drop available fields to your report columns as necessary. You may either scroll through the list of **Available Fields** or use the search function to locate the desired fields.
- If you want to add another **Data Source**, you may click **Add Data Source** again and select another option to display specific fields for that data source.
- Some fields may have additional options that will pop up when selected and moved to the **Report Columns** section.

Name

Name Format:

{Parent Name} - {Asset Name}

Confirm
Cancel

12. You may reorder the fields in the **Report Columns** section simply by dragging and dropping to desired order.
13. Once a field is in the **Report Columns** section, it may be customized by changing the title, alignment, size, and even color of the column.

Report Columns

Structure
Sorted by Full Name ascending

Freeze first
1
columns

Asset : Full Name	Full Name	Align: [Left] [Center] [Right]	Autofit: ☒	☐
Asset : Name	Name	Align: [Left] [Center] [Right]	Autofit: ☒	☐
Asset : Reference Number	Reference Number	Align: [Left] [Center] [Right]	Autofit: ☒	☐

14. You may further customize your report by specifying any grouping or sorting by clicking the gear icon in the Structure field, which will open the **Grouping and Sorting** pop-up.

Structure
Sorted by Full Name ascending

Grouping and Sorting

Sort by (click and drag to re-order)

Full Name

Name

add sort field

Note: Expanding, calculated, and manual calculation columns cannot be used for pre-sorting rows or grouping.

Group On
Ungrouped

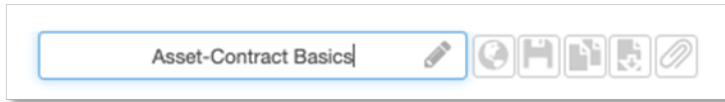
Note: Selected columns will be grouped in the order they are listed in the report fields. You may not sort and group on the same column.

Confirm
Cancel

15. If you would like to freeze the first (or more) column(s), you may indicate that in the **Freeze first** field.

Freeze first
1
columns

16. Name your custom report at the top of the workspace.



17. This is also where you can choose what to do next with your report.

- The globe icon permits all users to view this custom report.
- The save icon saves the custom report for it to be ran or edited at a later date.
- The duplicate icon saves a new report.
- The download icon will download the report to an Excel spreadsheet.
- The paperclip icon allows you to import an excel template for the report.

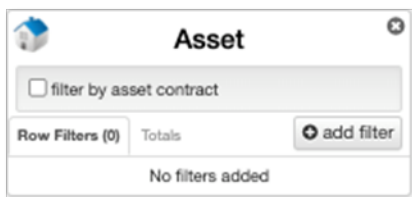
Advanced Custom Report Functions

If you would like to further customize your report, Real Estate Manager offers the ability to add filters, manual calculations, and static columns.

Adding Filters to the Report

Fields simply add columns to the report, they do not implement any criteria that discriminate between which asset (or contracts for example) should be displayed in the report. This is done by adding filters. Filters serve the purpose of adding constraints to the report so that if you want to put only certain assets or contracts into the report, it is possible.

1. Once you've selected a Data Source and chosen your desired fields, click the **Add Filter** button within the Data Source box.



2. From the Filter drop-down, select the first row to filter on. The choices in the drop-down will include all fields you've selected from the chosen data source.

Select a row filter to add

Please select from the list of available row filter.

Row Filter:

- Click **Add**.
- In the next pop-up, select the relevant values to filter for.

Asset Location

Operation:

Asset Location:

- Click **Save**. The filter will be added to the Data Source box and will be applied when generating the report.

Generate Custom Report with Cost Per Area for Contract Data Source

- Navigate to **Reporting > Create New Report > Create New Custom Report** to view the Custom Report Builder.

Real Estate Manager Version 25.3

Home Management Reporting Administration

Enter Search Terms

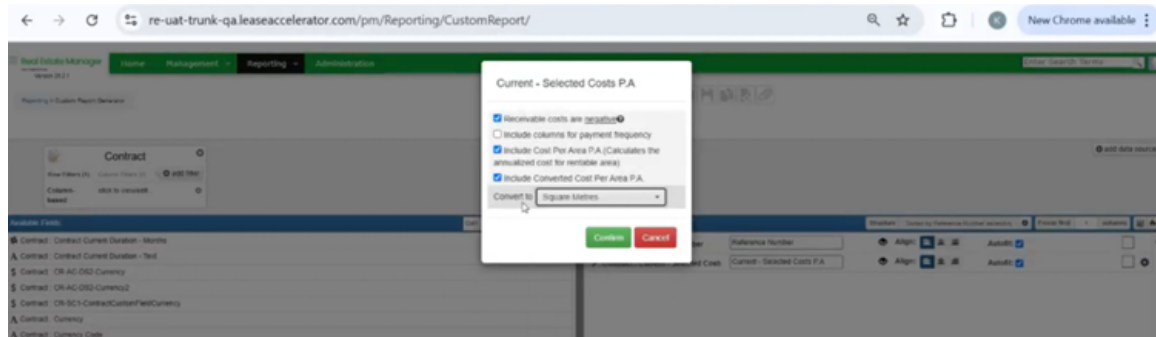
Reporting

Search by report name...

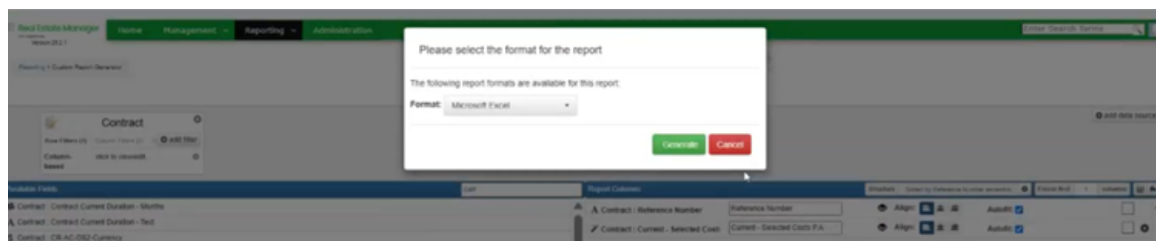
Create New Custom Report View My Jobs

Report Name	Description	Type	Last Updated	Action
Asset Schedule Grouped By Business Unit (Global)	test	Saved Report	17/04/2025	Get Report Delete
Grouped Asset Information 1 (Global)	Saved Report 04/17/2025	Saved Report	17/04/2025	Get Report Delete
Asset Information 1 (Global)	Saved Report 04/17/2025	Saved Report	17/04/2025	Get Report Delete
Asset Information	Generate a report including basic asset information and custom fields (Rat)	Standard Report		Get Report
Asset Schedule	Generate a comprehensive asset schedule (Rat)	Standard Report		Get Report
Grouped Asset Information	Generate a report including basic asset information and custom fields (grouped by Business Unit)	Standard Report		Get Report
Asset Schedule Grouped By Business Unit	Generate a comprehensive asset schedule (grouped by Business Unit)	Standard Report		Get Report

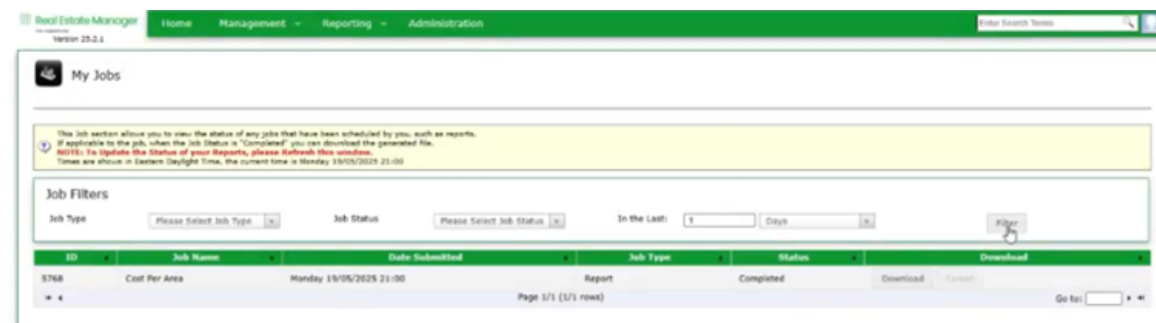
- Under **Contract** data source, update the **Report Columns** for the contract.
- Enable **Include Cost Per Area** in the filter section.
- Choose a **standard unit** (e.g., convert per Sq. M to per Sq. Ft) for conversion. It is optional.



5. Click **Confirm**. A pop-up appears to select the report format.
6. Select the report format and click **Generate**.



7. In **My Jobs**, download the output to view:
 - Per Annum Cost
 - Cost Per Area (Original Unit) — e.g., per acre
 - Converted Cost Per Area — e.g., per square meter



8. Reports display Cost Per Area in a two-column format:
 - A numeric value (e.g., 85.00)
 - A measurement unit (e.g., per Sq. Ft, per Sq. M)

- The system automatically recalculates values when unit conversion is applied. This logic applies to both individual and total costs for consistency.

Automated Email Delivery for Custom Reports

Real Estate Manager allows you to receive custom reports directly via email when they're completed, eliminating the need to manually check back for finished reports. You can choose between automatic email delivery with a simple one-click option or the traditional download process based on your preferences. Completed reports are always available for download from the system regardless of your chosen delivery method, providing flexible access to your generated reports.

To automate email delivery for custom reports, follow the below steps:

- Log into Real Estate Manager and navigate to the **Custom Reports** section.
- Locate the custom report you want to generate from the list.
- Click the **Email** link next to the report name (this bypasses the report editor screen for faster processing). The system automatically queues your report job with email delivery enabled.
- You'll receive an email notification with:
 - Appropriate subject line indicating the completed report.
 - The report file as an attachment.
 - Delivery to your registered email address.
- You can also download the report from the job results page in the system or use the standard download workflow.

The screenshot shows the 'Reporting' section of the Real Estate Manager interface. A table lists various custom reports. The 'Email' link in the 'Action' column for each report is highlighted with a red box, indicating the step to click for automated email delivery.

Report Name	Description	Type	Last Updated	Action
LA-63581 (Global)	LA-63581	Saved Report	06/23/2025	Export Email Edit Delete
REM-1130-1-Report (Global)	REM-1130-1-Report	Saved Report	06/16/2025	Export Email Edit Delete
LA-43897 (Global)	LA-43897	Saved Report	05/27/2025	Export Email Edit Delete
LA-43903 (Global)	LA-43903	Saved Report	05/27/2025	Export Email Edit Delete
LA-2049 (Global)	LA-2049	Saved Report	05/21/2025	Export Email Edit Delete
LA-20491-1 (Global)	LA-20491-1	Saved Report	05/20/2025	Export Email Edit Delete
LA-20491 (Global)	LA-20491	Saved Report	05/20/2025	Export Email Edit Delete
1608_Report_1 (Global)	1608_Report_1	Saved Report	05/13/2025	Export Email Edit Delete
REM-1258-withCheckbox-0 (Global)	REM-1258-withCheckbox-0	Saved Report	05/09/2025	Export Email Edit Delete
LA-20506 (Global)	LA-20506	Saved Report	05/05/2025	Export Email Edit Delete
LA-20492 (Global)	LA-20492	Saved Report	05/05/2025	Export Email Edit Delete
Custom_1686_2 (Global)	Custom_1686_2	Saved Report	04/29/2025	Export Email Edit Delete
REM_PC_1894_QA_Report (Global)	Valuation Report	Saved Report	04/11/2025	Export Email Edit Delete
LA-63565 (Global)	LA-63565	Saved Report	04/08/2025	Export Email Edit Delete
LA-59476-InvoiceVendorReport (Global)	LA-59476-InvoiceVendorReport	Saved Report	03/27/2025	Export Email Edit Delete
REM-1652-13 Custom Report (Global)	REM-1652-13 Custom Report	Saved Report	03/20/2025	Export Email Edit Delete
REM-1652-07 Custom Report (Global)	REM-1652-07 Custom Report	Saved Report	03/20/2025	Export Email Edit Delete
REM-1652-10 Custom Report (Global)	REM-1652-10 Custom Report	Saved Report	03/20/2025	Export Email Edit Delete
REM-1652-09 Custom Report (Global)	REM-1652-09 Custom Report	Saved Report	03/20/2025	Export Email Edit Delete
LA_59513_CustomReport (Global)	LA_59513_CustomReport	Saved Report	02/27/2025	Export Email Edit Delete

Choosing Your Delivery Method

For Email Delivery: Click **Email** next to any built-in custom report - the report will be automatically sent to your email upon completion.

For Traditional Download: Click **Export** to use the existing download-only workflow - the report will be available for download from the job results page.

Good to Know

- Your email address is automatically synchronized with your user profile and uses your registered email address only. You cannot configure email delivery to other users' addresses. If your email address changes, log back into the system to sync the update.
- Email delivery is currently available for custom reports only; standard reports continue to use existing download workflows.
- Email jobs are processed in the same queue as regular report jobs. Failed or incomplete jobs will not send emails. All successfully completed reports remain downloadable from the system, regardless of email delivery method.

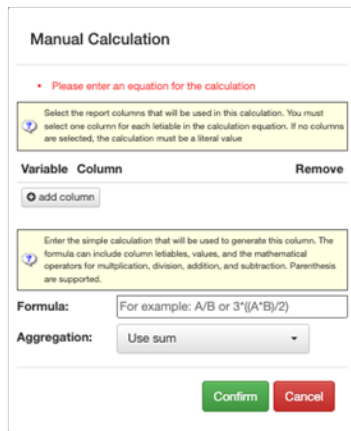
Adding Additional Data Sources

Additional data sources may be added to the report, such as asset contracts. These can be added when you already have a data source selected, such as asset, added to the report. This is done by selecting the data source button again which will give you options to add additional data sources. The additional data source selected will feed off the already loaded data source, meaning that if you have initially selected asset as your data source, asset contracts (the newly selected data source) will be related to the previous source, hence in this case meaning that the contracts loaded into the reports will be related to the user's assets. Both data sources will now appear at the top of the workspace. As with the original data source, new fields are available to add to the report and constraints/ filters can be applied to the new data source.

Manual Calculation

Manual calculations may be performed on certain fields and then added to the report. These calculations will be visible in the report as its own column.

1. Click the calculator icon in the top right corner of the **Report Columns** section.
2. In the pop-up, select which report column will be used by clicking **Add column** and choosing the field from the available choices in the drop-down.



Manual Calculation

• Please enter an equation for the calculation

Select the report columns that will be used in this calculation. You must select one column for each letter in the calculation equation. If no columns are selected, the calculation must be a literal value

Variable	Column	Remove
add column		

Enter the simple calculation that will be used to generate this column. The formula can include column letterables, values, and the mathematical operators for multiplication, division, addition, and subtraction. Parenthesis are supported.

Formula:

Aggregation:

3. In the **Formula** field, enter the simple calculation that will be used to generate this column. The formula can include column values and the mathematical operators for multiplication, division, addition, and subtraction. Parenthesis are supported.
4. For Aggregation, you may select to use the formula entered or a simple sum function.
5. Click **Confirm**.
6. You will see a new field called **Manual Calculation**. This name may be changed by clicking in the name field and editing as necessary.
7. To make any changes to your formulas, click the gear icon to display the pop-up.
8. Once the report is exported to Excel, the calculation will be performed and appear in its own column.

Managing Standard Report Types

To simplify reporting and ensure consistency, 7 pre-configured standard report templates are available. These templates include pre-selected fields that enable users to quickly analyze key areas such as assets, contracts, vendors, portfolio performance, and payments.

The following are the available standard report types:

- Lease Accounting Significant Contract Report
- Contract Renewal Option Report
- Leased Asset Portfolio Report
- Owned Asset Portfolio Report
- Document Repository Report

- Contract Clause Report
- Payment Review Report

For detailed information about each report, refer to the [Standard Report Types](#) section.

How to Use Standard Reports

Access Standard Reports

1. Log into Real Estate Manager and navigate to the **Custom Reports** section.
2. Standard reports are listed under **Custom Reports** and labeled as **Standard Report Type**.

Customize a Standard Report (Optional)

1. Click **Edit** next to the desired standard report.
2. Review the pre-selected fields designed to analyze the portfolio.
3. Add additional fields if needed
4. Click **Save**. Once saved, the customized report appears under **Saved Reports Type** with a **Global** tag.

Real Estate Manager Home Management Reporting Administration Enter Search Terms

Reporting > Custom Report Generator

Payment Review Report

Custom Report Creator

add data source

Invoice

filter by invoice costs

filter by invoice vendor

Row Filters (1) Totals add filter

Invoice Date Range 01/09/2025 - 30/09/2025

Invoice Costs

Row Filters (0) Totals add filter

No filters added

Invoice Vendor

Row Filters (0) Totals add filter

No filters added

Available Fields

Type a fragment to filter fields

Report Columns

Structure Sorted by Invoice Number ascending Freeze first 1 columns

Report Columns	Structure	Sorted by Invoice Number ascending	Freeze first	1	columns
Invoice Costs : Asset	Asset Name	Align: [icon]	Autofit: [checkbox]		
Invoice Costs : Asset Address	Asset Address	Align: [icon]	Autofit: [checkbox]		
Invoice : Linked Contract	Linked Contract	Align: [icon]	Autofit: [checkbox]		
Invoice : Invoice Number	Invoice Number	Align: [icon]	Autofit: [checkbox]		
Invoice : Linked Contract 1	Linked Contract Status	Align: [icon]	Autofit: [checkbox]		
Invoice Vendor : Name	Vendor Name	Align: [icon]	Autofit: [checkbox]		

Logged in as user Vinitha S. Dates are in the format dd/MM/yyyy [Release Calendar](#)

Ask Alex!

Generate and Share Reports

1. Click **Export** to run the report based on the selected filters.
2. Click **Email** to send the report directly via email.
3. Click **Delete** to delete the saved report type.



Note: Delete option is available only for the saved or customized report types. The standard report templates cannot be deleted.

Asset Reports	Compliance Reports	Contract Reports	Financial Reports	Custom Reports	
Report Name		Description	Type	Last Updated	Action
New Standard Report - Document Repository (Global)		This report helps users view and audit all files linked to assets and contracts. It supports filtering by file type and tracking expiry dates.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Leased Asset Portfolio Report (Global)		Provides a snapshot of active leases in Real Estate Manager and the associated costs linked to each asset. This report excludes data related to archived or expired contracts, focusing solely on current financial obligations.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Owned Asset Portfolio Report (Global)		Provides a snapshot of owned active leases in Real Estate Manager and the associated costs linked to each asset. This report excludes data related to archived or expired contracts, focusing solely on current financial obligations.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Lease Accounting Significant Contract (Global)		The Contract Sync Status Report helps users monitor synchronization between Real Estate Manager (REM) and Lease Accounting Manager (LAM). It identifies contracts needing review, approval, or re-synchronization based on their sync status. This report is essential for ensuring lease accounting readiness and resolving rejected or pending contracts.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Payment Review Report (Global)		The Invoice Due Report identifies all invoices due within a specific period to support timely payment processing in Real Estate Manager (REM). It enables users to perform a sanity check before payment runs, ensuring accurate payments to landlords or vendors.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Contract Renewal Option (Global)		The Option Report helps users track renewal options for active lease contracts, showing key details like option periods, exercise windows, and whether the option is likely to be used. It supports proactive lease management by highlighting contracts that may need renewal discussions with landlords.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Contract Clause Report (Global)		The Clauses Report provides users with a centralized view of all clauses linked to lease contracts in REM. It allows users to review, manage, and track contractual clauses in one place, supporting better compliance, negotiation, and operational awareness.	Saved Report	10/09/2025	Export Edit Del

Data Sources for Custom Reports

Data Source	Description
Parent Data Source: Asset	Asset location and Custom Fields for Assets
Asset Contract	Contract information, including Contract definitions and costs
Asset Contractors	Contractor roles and Certifications
Asset Costs	Costs defined on Contracts and Invoices
Asset File	Files uploaded for an Asset
Asset Invoices	Information on Asset Invoices
Asset Invoice Costs	Information in an Invoice Cost section
Asset Invoice Vendor	Information about Vendors on Invoices
Asset Valuations	Valuations added for the Asset
Parent Data Source: Contract	Contract information and Custom Fields
Contract Asset	Information about the Asset, including Custom Fields
Contract Clauses	Clauses attached to the Contract
Contract File	Files uploaded for a Contract
Contract Invoices	Invoices related to a Contract
Contract Invoice Costs	Cost information for Contract Invoices
Contract Invoices (row filter)	Invoices related to Contracts with row filters of filter by contract invoice costs and filter by contract invoices
Contract Leased Asset Details	Information from leased assets specific to Lease Accounting Significant contracts
Parent Data Source: Invoice	Invoice information and Custom Fields
Invoice Costs	Costs for an Invoice
Invoice Vendor	Vendor Information for an Invoice

Available Field Types

Icon	Name	Description
	Multi-Line	Field consumes multiple lines on the report.
	Text	Characters are text, including numeric.
	Configurable	Field requires you to specify certain definitions or requirements.
	Numeric	Numeric characters that can be used in calculations.
	Checkbox	Field is binomial and data consists of one of two choices.
	Monetary	Field is a monetary value.
	Date	Field is a date.

Available Fields by Data Source

Data Source: Asset		
Address (Full)	Currency Code	Marketing for Sublease (Y/N)
Address City	Current Index	Measurement Field Test
Address Country	Date Assignment/Sublet Requested	Method of Notice Comments
Address Country Code	Division	Multi-Tenant (Y/N)
Address Latitude	Electrical	Name
Address Line 1	Electrical - Comments	Notes
Address Line 2	Elevator - Warranty Expiration Date	Occupied (Y/N)
Address Longitude	Elevator Repairs	OPEX/CAMS Base Year
Address Postcode	Entity	OPEX/CAMS Comments
Address State	Exposure (N/E/S/W)	Ownership
Address State (Abbrv)	Exterior Doors	Parent Name
Approval Date	Exterior Doors - Comments	Parking Lot
Archive Date	Fire Alarm (Y/N)	Parking Lot - Comments
Area available for Sublease	Fire Sprinklers (Y/N)	Permission Required (Y/N)
Asset Files (List)	Floors in Building	Previous Index
Asset Files with Path (List)	Floors Occupied	Primary Use
Asset Owner	Force Majeure Clause Exists	Property Tax Comments

Data Source: Asset		
Asset Type	Force Majeure Comments	RE Comments
Asset User	Foundations	RE Status
Assignment/Sublet Lease Reference	Foundations - Comments	RE Strategy
Assignment/Sublet Primary Contact	FTE Capacity	Reference Number
Assignment/Sublet Project Manager	FTE Headcount	Rentable Area (Gross)
Assignment/Sublet Status	Full Name	Rentable Area UOM
Attached Contracts (List)	Gross-up (Y/N)	Request Made (Y/N)
Base Index	HVAC - Warranty Expiration Date	Return Date
Boiler - Warranty Expiration Date	HVAC Maintenance	Roof
Boiler Repairs	HVAC Maintenance - Comments	Roof - Comments
Building Area	HVAC Repairs	Roof - Warranty Expiration Date
Building Area UOM	HVAC Replacement	Roof Repairs
Business Unit	HVAC Replacement - Comments	Security Alarm (Y/N)
Child Assets - SQM (List)	Index Base Date	Security Guards (Y/N)
Co-Tenancy	Index Type	Status
Co-Tenancy - Comments	Indexed Adjustment Date	Subdivision
Co-Tenancy - Tenant List	Land Area	Tenant Default
Co-Tenancy Clause Exists	Landlord Default	Usable Area UOM
Common Areas	Lease Abstracted By	Usable Area (Net)
Common Areas - Comments	Lease Fully Abstracted (Y/N)	Year Build
Construction Type	Lease Last Update Date	Zoning
Currency	Lease Reference	

Data Source: Asset Contract		
Approval Date	Current - Selected Costs	Next Option - End
Assignment/Sublet Lease Reference	Current - Selected Costs - Total	Next Option - Exercise End
Assignment/Sublet Project Manager	Current - Selected Costs P.A.	Next Option - Exercise Start
Assignment/Sublet Status	Current - Selected Costs P.A. - Total	Next Option - Name
Audit Restriction Comments	Current Index	Next Option - Start
Base Index	Current Option Duration - Months	Next Option Duration - Months
Break Clause Summary	Current option Duration - Text	Next Option Duration - Text

Data Source: Asset Contract		
Break Cluse - Expands	Current Review - All Costs P.A. - Total	Next Review - Costs (Expands)
Building Area	Current Review - Effective Date	Next Review - Date
Commencement - All Costs P.A. - Total	Current Review - Notes	Next Review - Notes
Commencement - Other Costs P.A. - Total	Current Review - Review Date	Next Review - State
Commencement - Selected Costs	Current Review - Type	Next Review - Type
Commencement - Selected Costs - Total	Current Term End	Notes
Commencement - Selected Costs P.A.	Current Term Start	OPEX/CAMS Base Amount
Commencement - Selected Costs P.A. - Total	Deadline to dispute/audit/settle	OPEX/CAMS Base Year
Commencement Costs - Summary	Description	OPEX/CAMS Comments
Contract Absolute Duration - Months	Gross-up (Y/N)	Options - Expands
Contract Absolute Duration - Text	Gross-up %	Other Party
Contract Absolute Expiry Date	Guarantees (Expands)	Percentage of area unoccupied by tenant
Contract Commencement Date	Historical Costs - Summary	Permission Required for Assignment/Sublet (Y/N)
Contract Current Duration - Months	HR Site ID	Previous Index
Contract Current Duration - Text	In Holdover	Pro Rata Share %-Bldg
Contract Direction	Index Base Date	Pro Rata Share %-Site
Contract Expiry Date	Index Type	Property Tax Comments
Contract Files (List)	Indexed Adjustment Comments	RE Comments
Contract Files with Path (List)	Indexed Adjustment Date	RE Status
Contract Liability	Is Archived	Reference Number
Contract Options Detail	Lease Abstracted By	Request for Assignment/Sublet Made (Y/N)
Contract Type	Lease Fully Abstracted (Y/N)	Restrictions on who can perform audit? (Y/N)
Contracting Party	Lease Last Update Date	Tax Base Amount
Contractor	Lease Reference	Tax Base Year
Currency	Lease Reviewed/Approved By	Total Liability (ex Tax)

Data Source: Asset Contract		
Currency Code	Liability End	Total Liability (inc Tax)
Current - All Costs - Summary	Liability Start	Total Tax Liability
Current - Other Costs P.A. - Total	Measurement Field Test	Unoccupied Area

Data Source: Asset Contractors		
Certifications - Expands	Fully Certified?	
Contractor - Expands	Role Name	
Data Source: Asset Costs		
Category	Currency	Periodic Cost Total (Invoices)
Category is Gross?	Group	Periodic Costs (Contracted)
Cost Direction	Periodic Cost Total (Contracts)	Periodic Costs (Invoiced)
Data Source: Asset Valuations		
Valuations		
Data Source: Asset Invoice Costs		
Apportionment Splits	Cost Category	Tax Amount
Asset	Cost Category Ledger Code	Tax Jurisdiction
Asset Address	Incurred End Date	Tax Rate Multiplier
Asset Description	Incurred Start Date	Tax Rate Name
Base Amount	Label	Total Amount
Data Source: Asset Invoice Vendor		
Contact Short Name	LA Roles	Phone 1
Currencies	Mobile	Phone 2
Email	Name	
Fax	Notes	
Data Source: Asset Invoices		
AP Export Status	Invoice Recurrence Frequency	Payment Batch File Name
Cost Categories	Invoice Recurrence Pattern	Payment Batch Last Action Date
Currency	Invoice Type	Payment Batch Last Action Performed By User
Description	Is Multi Asset	Payment Batch Last Action Performed By Username
Invoice Date	Linked Contract	Payment Batch Last Action Type
Invoice Direction	Notes	Total Base (ex Tax)
Invoice Group	Payee Code	Total Tax (ex Tax)
Invoice Number	Payment Batch Description	Vendor

Data Source: Asset Contractors		
Approval Date	Current - Other Costs P.A. - Total	Liability Start
Archive Date	Current - Selected Costs	Measurement Field Test
Assignment/Sublet Lease Reference	Current - Selected Costs - Total	Next Option - End
Assignment/Sublet Project Manager	Current - Selected Costs P.A.	Next Option - Exercise End
Assignment/Sublet Status	Current - Selected Costs P.A. - Total	Next Option - Exercise Start
Audit Restriction Comments	Current Index	Next Option - Name
Available for Use Date	Current Option Duration - Months	Next Option - Start
Base Index	Current option Duration - Text	Next Option Duration - Months
Break Clause Summary	Current Review - All Costs P.A. - Total	Next Option Duration - Text
Break Clause - Expands	Current Review - Effective Date	Next Review - Costs (Expands)

Data Source: Asset Costs		
Category	Currency	Periodic Cost Total (Invoices)
Category is Gross?	Group	Periodic Costs (Contracted)
Cost Direction	Periodic Cost Total (Contracts)	Periodic Costs (Invoiced)

Data Source: Asset Valuations		
Valuations		

Data Source: Asset Invoice Costs		
Apportionment Splits	Cost Category	Tax Amount
Asset	Cost Category Ledger Code	Tax Jurisdiction
Asset Address	Incurred End Date	Tax Rate Multiplier
Asset Description	Incurred Start Date	Tax Rate Name
Base Amount	Label	Total Amount

Data Source: Asset Invoice Vendor		
Contact Short Name	LA Roles	Phone 1
Currencies	Mobile	Phone 2
Email	Name	
Fax	Notes	

Data Source: Asset Invoices		
AP Export Status	Invoice Recurrence Frequency	Payment Batch File Name
Cost Categories	Invoice Recurrence Pattern	Payment Batch Last Action Date
Currency	Invoice Type	Payment Batch Last Action Performed By User
Description	Is Multi Asset	Payment Batch Last Action Performed By Username
Invoice Date	Linked Contract	Payment Batch Last Action Type
Invoice Direction	Notes	Total Base (ex Tax)
Invoice Group	Payee Code	Total Tax (ex Tax)
Invoice Number	Payment Batch Description	Vendor
Approval Date	Current - Other Costs P.A. - Total	Liability Start
Archive Date	Current - Selected Costs	Measurement Field Test
Assignment/Sublet Lease Reference	Current - Selected Costs - Total	Next Option - End
Assignment/Sublet Project Manager	Current - Selected Costs P.A.	Next Option - Exercise End
Assignment/Sublet Status	Current - Selected Costs P.A. - Total	Next Option - Exercise Start
Audit Restriction Comments	Current Index	Next Option - Name
Available for Use Date	Current Option Duration - Months	Next Option - Start
Base Index	Current option Duration - Text	Next Option Duration - Months
Break Clause Summary	Current Review - All Costs P.A. - Total	Next Option Duration - Text
Break Clause - Expands	Current Review - Effective Date	Next Review - Costs (Expands)

Data Source: Contract		
Building Area	Current Review - Type	Next Review - Date
Commencement - All Costs P.A. - Total	Current Term End	Next Review - Notes
Commencement - Other Costs P.A. - Total	Current Term Start	Next Review - State
Commencement - Selected Costs	Deadline to dispute/audit/settle	Next Review - Type
Commencement - Selected Costs - Total	Depreciation Start Date	Notes
Commencement - Selected Costs P.A.	Description	OPEX/CAMS Base Amount

Data Source: Contract		
Commencement - Selected Costs P.A. - Total	Effective Contract Termination Date	OPEX/CAMS Base Year
Commencement Costs - Summary	First Payment Date	OPEX/CAMS Comments
Contract Absolute Duration - Months	GL Code	Options - Expands
Contract Absolute Duration - Text	Gross-up (Y/N)	Other Party
Contract Absolute Expiry Date	Gross-up %	Percentage of area unoccupied by tenant
Current Review - Notes	Guarantees (Expands)	Permission Required for Assignment/Sublet (Y/N)
Contract Commencement Date	Historical Costs - Summary	Previous Index
Contract Current Duration - Months	HR Site ID	Pro Rata Share %-Bldg
Contract Current Duration - Text	In Holdover	Pro Rata Share %-Site
Contract Direction	Index Base Date	Property Tax Comments
Contract Expiry Date	Index Type	RE Comments
Contract Files (List)	Indexed Adjustment Comments	RE Status
Contract Files with Path (List)	Indexed Adjustment Date	Reference Number
Contract Liability	Is Archived	Request for Assignment/Sublet Made (Y/N)
Contract Options Detail	Is Contract Terminated	Restrictions on who can perform audit? (Y/N)
Contract Type	LARR Status	Tax Base Amount
Contracting Party	Lease Abstracted By	Tax Base Year
Contractor	Lease Accounting Contract Type	Total Liability (ex Tax)
Cost Center	Lease Fully Abstracted (Y/N)	Total Liability (inc Tax)
Currency	Lease Last Update Date	Total Tax Liability
Currency Code	Lease Reference	Unoccupied Area
Current - All Costs - Summary	Lease Reviewed/Approved By	
Current Review - Review Date	Liability End	

Data Source: Contract Asset		
Address (Full)	Division	Measurement Field Test
Address City	Effective Contract Termination Date	Method of Notice Comments
Address Country	Electrical	Multi-Tenant (Y/N)

Data Source: Contract Asset		
Address Country Code	Electrical - Comments	Name
Address Latitude	Elevator - Warranty Expiration Date	Notes
Address Line 1	Elevator Repairs	Occupied (Y/N)
Address Line 2	Entity	OPEX/CAMS Base Year
Address Longitude	Exposure (N/E/S/W)	OPEX/CAMS Comments
Address Postcode	Exterior Doors	Ownership
Address State	Exterior Doors - Comments	Parent Name
Address State (Abbrv)	Fire Alarm (Y/N)	Parking Lot
Approval Date	Fire Sprinklers (Y/N)	Parking Lot - Comments
Area available for Sublease	Floors in Building	Permission Required (Y/N)
Asset Files (List)	Floors Occupied	Previous Index
Asset Files with Path (List)	Force Majeure Clause Exists	Primary Use
Asset Type	Force Majeure Comments	Property Tax Comments
Assignment/Sublet Lease Reference	Foundations	RE Comments
Assignment/Sublet Primary Contact	Foundations - Comments	RE Status
Assignment/Sublet Project Manager	FTE Capacity	RE Strategy
Assignment/Sublet Status	FTE Headcount	Reference Number
Attached Contracts (List)	Full Name	Rentable Area (Gross)
Base Index	Gross-up (Y/N)	Rentable Area UOM
Boiler - Warranty Expiration Date	HVAC - Warranty Expiration Date	Request Made (Y/N)
Boiler Repairs	HVAC Maintenance	Return Date
Building Area	HVAC Maintenance - Comments	Roof
Building Area UOM	HVAC Repairs	Roof - Comments
Business Unit	HVAC Replacement	Roof - Warranty Expiration Date
Child Assets - SQM (List)	HVAC Replacement - Comments	Roof Repairs
Co-Tenancy	Index Base Date	Security Alarm (Y/N)

Data Source: Contract Asset		
Co-Tenancy - Comments	Index Type	Security Guards (Y/N)
Co-Tenancy - Tenant List	Indexed Adjustment Date	Status
Date Assignment/Sublet Requested	Is Contract Terminated	Subdivision
Co-Tenancy Clause Exists	Land Area	Tenant Default
Common Areas	Landlord Default	Usable Area UOM
Common Areas - Comments	Lease Abstracted By	Usable Area (Net)
Construction Type	Lease Fully Abstracted (Y/N)	Year Build
Currency	Lease Last Update Date	Zoning
Currency Code	Lease Reference	
Current Index	Marketing for Sublease (Y/N)	

Data Source: Contract Clauses		
Amendment Clause Text	Interpretation	Reason
Amendment Date	Is Active	Receivable From Contact
Amount Payable	Latest Invoke Date	Recorded At Utc
Amount Receivable	Lease Page Number	Recorded By User
Area	Notes	Reminder Date
Category	Original Clause Text	Section
Clause	Outcome	Triggered On
Comments	Payable to Contact	Year
Documents	PDF Page Number	
Earliest Invoke Date	Percentage	

Data Source: Contract Invoice Costs		
Apportionment Splits	Cost Category	Tax Amount
Asset	Cost Category Ledger Code	Tax Jurisdiction
Asset Address	Incurred End Date	Tax Rate Multiplier
Asset Description	Incurred Start Date	Tax Rate Name
Base Amount	Label	Total Amount

Data Source: Contract Invoices		
AP Export Status	Invoice Number	Payment Batch Description
Contact Short Name	Invoice Recurrence Frequency	Payment Batch File Name

Data Source: Contract Invoices		
Cost Categories	Invoice Recurrence Pattern	Payment Batch Last Action Date
Currencies	Invoice Type	Payment Batch Last Action Performed By User
Currency	Is Multi Asset	Payment Batch Last Action Performed By Username
Description	LA Roles	Payment Batch Last Action Type
Email	Linked Contract	Phone1
Fax	Mobile	Phone2
Invoice Date	Name	Total Base (ex Tax)
Invoice Direction	Notes	Total Tax (ex Tax)
Invoice Group	Payee Code	Vendor

Data Source: Contract Option		
End	Exercise Start	Start
Exercise End	Name	Term Notes

Data Source: Contract Leased Asset Details		
Asset Owner	Business Unit	Entity
Asset User	Cost Center	Fair Market Value
Available For Use Start Date	Depreciation Start Date	GLCode

Data Source: Invoices		
AP Export Status	Invoice Recurrence Frequency	Payment Batch Last Action Performed By User
Cost Categories	Invoice Recurrence Pattern	Payment Batch Last Action Performed By Username
Currency	Invoice Type	Payment Batch Last Action Type
Description	Is Multi Asset	Phone1
GL Code	Linked Contract	Phone2
Invoice Date	Notes	Total Base (ex Tax)
Invoice Direction	Payee Code	Total Tax (ex Tax)
Invoice Group	Payment Batch Description	Vendor
Invoice Number	Payment Batch File Name	
Invoice Recurrence Frequency	Payment Batch Last Action Date	

Data Source: Invoice Costs		
Apportionment Splits	Cost Category	Tax Amount
Asset	Cost Category Ledger Code	Tax Jurisdiction
Asset Address	Incurred End Date	Tax Rate Multiplier

Data Source: Invoice Costs		
Asset Description	Incurred Start Date	Tax Rate Name
Base Amount	Label	Total Amount

Data Source: Invoice Vendor		
Contact Short Name	LA Roles	Phone 1
Currencies	Mobile	Phone 2
Email	Name	
Fax	Notes	

Cost Reporting

Real Estate Manager provides comprehensive cost reporting capabilities that enable users to analyze contract-related expenses throughout the entire contract life cycle. Custom reports offer flexible analysis tools with multiple cost-related fields, allowing users to generate detailed financial insights tailored to specific organizational needs.

The following are the four primary cost categories available under the **Contracts** data source in **Custom Reports**:

- **Commencement Costs** – Initial costs entered at contract creation.
- **Current Costs** – Latest applicable costs based on system configuration.
- **Next Reviews** – Upcoming pending contract reviews.
- **Contract Liability** – Forecasted costs over specified periods.

For each cost category, the available fields and their purpose are explained below, helping in analyzing contract costs and making informed financial decisions.

Commencement Costs

Commencement Costs refer to the initial costs entered when a contract is first created in Real Estate Manager. These costs represent the financial commitments at the start of the contract and are distinct from any subsequent updates.

Contract
✕

Row Filters (0)
Column Filters (0)
To add filter

No filters added

Available Fields

comment

\$ Contract : Commencement - All Costs P.A - Total
\$ Contract : Commencement - Other Costs P.A - Total
✍ Contract : Commencement - Selected Costs
\$ Contract : Commencement - Selected Costs - Total
✍ Contract : Commencement - Selected Costs P.A
\$ Contract : Commencement - Selected Costs P.A - Total
☰ Contract : Commencement Costs - Summary
📅 Contract : Contract Commencement Date

Available Fields

- **All Cost Per Annum Total** – Total annualized amount of all commencement costs.
- **Other Cost Per Annum Total** – Annualized total of non-selected cost categories based on user filters.
- **Selected Cost** – Commencement costs matching user-selected filters, with optional frequency display.
- **Selected Cost Total** – Total of all selected commencement costs.
- **Selected Cost Per Annum** – Annualized version of selected commencement costs (e.g., \$1,000/month = \$12,000/year).
- **Selected Cost Per Annum Total** – Total annualized cost of selected commencement costs.
- **Summary** – High-level overview of all commencement cost fields.

Current Costs

Current Costs represent the latest applicable costs in a contract, determined by a system configuration setting. If the configuration is set to **True**, Real Estate Manager displays the last actioned cost, even if the effective date is in the future. If set to **False**, the system displays only the last actioned cost with an effective date before today. Setting this configuration to False is recommended to ensure the Current Cost section reflects the cost actively in effect.

Setting Under System Configurations

ContractOptions			
Contract.Reporting.Rent.CategoryGroup	Rent	Set Custom Value	Configure the cost category group that contains Rent cost categories
Contract.UsePAIncTax	false	Set Custom Value	Should cost views show amount for per-annum including tax
Contract.InvoicesEnabled	true	Clear Custom Value	Are the invoices on contracts enabled (true/false)
Contracts.CurrentReview.UseLastActionedCost	true	Set Custom Value	Current Costs shown are the last actioned cost or last cost before today's date. If true, hover to read

Contract

Row Filters (0) Column Filters (0) To [add filter](#)

No filters added

Available Fields

current

Contract : Current - All Costs - Summary
\$ Contract : Current - Other Costs P.A - Total
✎ Contract : Current - Selected Costs
\$ Contract : Current - Selected Costs - Total
✎ Contract : Current - Selected Costs P.A
\$ Contract : Current - Selected Costs P.A - Total

Available Fields

- **All Cost Per Annum Total** – Total annualized amount of all current costs.
- **Other Cost Per Annum Total** – Annualized total of non-selected cost categories based on user filters.
- **Selected Cost** – Current costs matching user-selected filters, with optional frequency display.
- **Selected Cost Total** – Total of all selected current costs.
- **Selected Cost Per Annum** – Annualized version of selected costs with optional cost per area display.
- **Selected Cost Per Annum Total** – Total annualized cost of selected current costs.
- **Summary** – High-level overview of all current cost fields.

Next Reviews

Next Review fields provide information about upcoming contract reviews that are still in a pending state. These fields are useful for identifying reviews that have not yet been actioned. If a review has already been actioned, these fields will not display any data.


Contract

Row Filters (0)
Column Filters (0)
To [add filter](#)

No filters added

Available Fields

next review

✎ Contract : Next Review - Costs (Expands)

📅 Contract : Next Review - Date

📝 Contract : Next Review - Notes

📍 Contract : Next Review - State

📄 Contract : Next Review - Type

Available Fields

- **Costs** – List of costs associated with the pending review.
- **Date** – Scheduled date for the next review.
- **Notes** – Any notes entered related to the review.
- **State** – Status of the review (e.g., Pending).
- **Type** – Type of review (Fixed Amount, CPI, Market).

Contract Liability

The Contract Liability field provides a forecasted cost view over a specified period. When selected, a modal dialog allows users to configure the report by choosing a start date, breakdown interval (monthly, quarterly, yearly), and number of intervals. Users can also assume all renewal options are exercised and all pending reviews are actioned for projection purposes. Additional filters include cost categories, payment frequency, and receivable/ payable cost details.

This report helps users analyze cost trends over time and model scenarios for robust financial planning.

Contract Liability

Start Date:

10/12/2025

?

Note: Setting fit to *expand* or *both* may significantly increase generation time by expanding the number of years included in the report to encompass the maximum term of any matched contract.

Fit to Contracts:

Full fit

Breakdown Interval:

Years

Nominal Intervals:

2

Projection:

☒ Exercise options?

Action these review types:

Please select

?

Cost categories selected here override the cost category column filter

Cost Categories:

Base Rent (Rent)

Additional Columns:

☐ Include 'other' costs
☐ Include tax
☐ Include payment frequency
☒ Include interval totals
☐ Show N.E.R. once only
☒ Receivable costs are negative

Confirm

Cancel

Available Fields

- **Start Date** - The date from which the liability calculation or report begins.
- **Fit to Contracts** – Always select Full fit to match with the contract term and projections.
- **Breakdown Interval** - Defines how the liability data is segmented in the report.
- **Nominal Intervals** – Always set it to 1.
- **Projection** - If checked, the report assumes that renewal option is exercised for the purpose of calculation of contract liability.
- **Action these review types** - Specifies which contract review actions should be considered in the projection.
- **Cost Categories** - Filters which cost category is included in the liability report.
- **Additional Columns:**

- **Include 'other' costs-** Adds non select cost categories and display in a different column.
- **Include tax-** Adds tax amounts.
- **Include payment frequency-** Shows how often payments occur.
- **Include interval totals-** Displays totals for each interval (checked in screenshot).
- **Show N.E.R once only-** Adding Net Equivalent Ratio as an additional column for cost analysis.
- **Receivable costs are negative-** Indicates receivable amounts should appear as negative values.

Standard Report Types

Standard reports in Real Estate Manager serve as essential tools for managing property portfolios efficiently. These reports enable users to monitor contracts, track financial obligations, ensure compliance with accounting standards, and maintain proper documentation throughout the lease lifecycle. Each report addresses specific business needs and can be customized to meet organizational requirements.

The following are the standard reports available:

- **Payment Review Report-** Identifies invoices due within a specified period to support timely payment processing. Enables users to perform pre-payment checks to ensure accurate payments to landlords and vendors.
- **Lease Accounting Significant Contract Report-** Provides synchronization status of contracts. Reports contracts that are rejected by real estate or accounting users, contracts not synchronized with the accounting application, enabling users to take appropriate action as needed.
- **Lease Asset Portfolio Report-** Provides a snapshot of all leased assets and contracts, including term details, current costs, asset locations, and contract status such as archived, expired, or terminated. Users can apply filters to analyze data by location, cost categories, or contract status. Supports financial and operational planning by enabling targeted review of active and historical lease records.
- **Owned Asset Portfolio Report-** Provides a snapshot of all owned assets and contracts, including term details, current costs, asset locations, and contract status such as archived, expired, or terminated. Users can apply filters to analyze data by location, cost categories, or contract status. Supports financial and operational planning by enabling targeted review of active and historical owned assets.
- **Document Repository Report-** Provides a centralized view of all files linked to assets and contracts. Supports filtering by file type and tracking expiry dates to assist with document audits and compliance.

- **Contract Renewal Option Report-** Tracks renewal options for active lease contracts, including option periods, exercise windows, and likelihood of extension. Supports proactive lease management by identifying contracts requiring renewal discussions.
- **Contract Clause Report-** Provides a centralized view of all clauses linked to lease contracts. Enables users to review, manage, and track contractual clauses to support compliance, negotiation, and operational awareness.

Report Name	Description	Type	Last Updated	Action
New Standard Report - Document Repository (Global)	This report helps users view and audit all files linked to assets and contracts. It supports filtering by file type and tracking expiry dates.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Leased Asset Portfolio Report (Global)	Provides a snapshot of active leases in Real Estate Manager and the associated costs linked to each asset. This report excludes data related to archived or expired contracts, focusing solely on current financial obligations.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Owned Asset Portfolio Report (Global)	Provides a snapshot of owned active leases in Real Estate Manager and the associated costs linked to each asset. This report excludes data related to archived or expired contracts, focusing solely on current financial obligations.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Lease Accounting Significant Contract (Global)	The Contract Sync Status Report helps users monitor synchronization between Real Estate Manager (REM) and Lease Accounting Manager (LAM). It identifies contracts needing review, approval, or re-synchronization based on their sync status. This report is essential for ensuring lease accounting readiness and resolving rejected or pending contracts.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Payment Review Report (Global)	The Invoice Due Report identifies all invoices due within a specific period to support timely payment processing in Real Estate Manager (REM). It enables users to perform a sanity check before payment runs, ensuring accurate payments to landlords or vendors.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Contract Renewal Option (Global)	The Option Report helps users track renewal options for active lease contracts, showing key details like option periods, exercise windows, and whether the option is likely to be used. It supports proactive lease management by highlighting contracts that may need renewal discussions with landlords.	Saved Report	10/09/2025	Export Edit Del
New Standard Report - Contract Clause Report (Global)	The Clauses Report provides users with a centralized view of all clauses linked to lease contracts in REM. It allows users to review, manage, and track contractual clauses in one place, supporting better compliance, negotiation, and operational awareness.	Saved Report	10/09/2025	Export Edit Del

Payment Review Report or Invoice Due Report

The Invoice Due Report is designed to help users identify all invoices that are due within a specified time frame. It supports proactive payment planning by listing invoices that require attention using the Real Estate Manager Payment functionality. This report is particularly useful for validating invoice data before initiating payment runs to landlords or vendors.

How to Use the Report

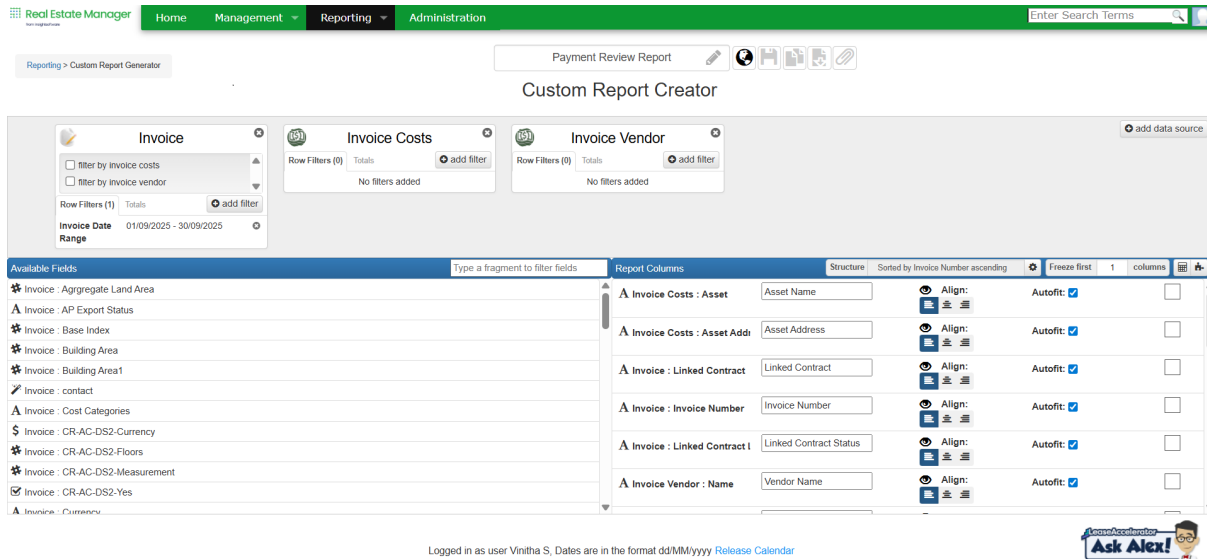
Follow these steps to generate and analyze the Invoice Due Report:

1. Navigate to the **Reports** section in Real Estate Manager.
2. Select **Invoice Due Report** from the list of available reports.
3. Apply filters to refine the data by vendor, cost category, date range, or lease accounting sync status.
4. Review the filtered report to analyze costs and identify due invoices.
5. Use the insights to prepare for payment processing.
6. Export the report to Excel for further analysis or sharing with stakeholders.

Field Definitions

Field Name	Description
Asset	The asset associated with the invoice.
Currency	The currency in which the invoice is issued.
Asset Address	The address of the asset associated with the invoice.

Field Name	Description
Linked Contract Lease Account	Contract associated with the invoice.
Description	A brief explanation of the invoice.
Invoice Direction	Indicates whether the invoice is incoming or outgoing.
Invoice Date	The date the invoice was issued.
Invoice Number	A unique identifier for the invoice.
Incurred Start Date	The start date of the cost period.
Incurred End Date	The end date of the cost period.
Invoice Group	The group or category the invoice belongs to.
Invoice Recurrence Frequency	How often the invoice recurs (e.g., monthly, quarterly).
Invoice Recurrence Pattern	The pattern followed by recurring invoices.
Notes	Additional comments or remarks.
Cost Category	Classification of the cost (e.g., maintenance, utilities).
Base Amount	The base amount of the invoice before taxes.
Tax Amount	The tax amount applied to the invoice.
Vendor	The vendor to whom the payment is due.
Payment Batch File Name	The name of the batch file used for payment.
Payment Batch Description	A description of the payment batch.
AP Export Status	The status of the invoice export to accounts payable.
Payee Code	The vendor code used for payment.
Linked Contract Lease Accounting Readiness	Indicates status of contract synchronization.



Customization Tips

Users can tailor the Invoice Due Report to their needs by:

- Adding or removing fields to focus on relevant invoice data.
- Applying filters to view invoices by vendor, cost category, or date range.
- Saving filtered views for quick access in future sessions.
- Using Excel export to create charts or pivot tables for deeper analysis.

Lease Accounting Significant Contract Report or Contract Sync Status Report

This report is designed to help users review contracts that are linked with Lease Accounting Manager (LAM) and require synchronization between Real Estate Manager and LAM.

The main purpose of this report is to identify contracts that need attention based on their lease accounting synchronization status. Real estate and accounting teams typically use it to ensure contract data is properly reviewed, approved, and synchronized.

Sync Status Definitions

- **No Lease Accounting Readiness Review:** The user needs to perform lease accounting readiness review. After this, the contract will be available for approval and synchronization.
- **Pending Real Estate Approval:** Real Estate Manager user needs to approve the initial setup of the contract or any changes made to the contract.

- **Approved by Real Estate:** Contract is available to be synchronized with Lease Accounting Manager.
- **Pending Account Approval:** Contract is synchronized with LAM but not booked and approved by LAM user.
- **Synchronized:** The contract is synchronized. No further action needed.
- **Rejected by Accounting:** The contract is rejected by accounting team in Lease Accounting Manager. Real Estate Manager user needs to check with accounting team for the reasons for rejection and reperform the actions in Real Estate Manager and synchronize the contract again with LAM.
- **Rejected by Real Estate:** The contract is rejected by real estate approver. Real Estate Manager user needs to check with Real Estate Approver to understand the reasons for rejection and reperform the actions in Real Estate Manager and synchronize the contract again with LAM.

How to Use the Feature

Follow these steps to use the Contract Sync Status Report:

1. Navigate to the **Reports** section in Real Estate Manager.
2. Select **Contract Sync Status Report** from the available report options.
3. Use filters to narrow down contracts by asset, country, state, or readiness status.
4. Review all rejected contracts and prioritize them for follow-up.
5. Review contracts needing action from accounting.
6. Review contracts set up in Real Estate Manager but not yet synced with LAM.
7. Export the report to Excel for further analysis or sharing.

Field Definitions

Field Name	Description
Contract Asset: Name	Name of the asset associated with the contract.
Contract Asset: Reference Number	Unique identifier for the asset.
Contract: Reference Number	Unique identifier for the contract.
Contract Asset: Address State	State where the asset is located.
Contract Asset: Address Country	Country where the asset is located.

Field Name	Description
Contract: Contract Commencement Date	Start date of the contract.
Contract: Contract Expiry Date	End date of the contract.
Contract: Lease Accounting Readiness	Status of the contract's readiness for lease accounting.

Real Estate Manager

Home Management Reporting Administration

Enter Search Terms

Reporting > Custom Report Generator

Lease Accounting Significant Contract

Custom Report Creator

Contract

Contract Asset

Available Fields

Type a fragment to filter fields

Report Columns

Structure

Sorted by Asset Name ascending

Freeze first 1 columns

Field	Field Type	Align	Autofit	Columns
Contract : Archive Date	Asset Name	Align	Autofit	1
Contract : Break Clause Summary	Asset ID	Align	Autofit	1
Contract : Break Clauses - Expands	Contract ID	Align	Autofit	1
Contract : Building Area1	Country	Align	Autofit	1
Contract : Commencement - All Costs PA - Total	State	Align	Autofit	1
Contract : Commencement - Other Costs PA - Total	Termination Status	Align	Autofit	1
Contract : Commencement - Selected Costs				
Contract : Commencement - Selected Costs - Total				
Contract : Commencement - Selected Costs PA				
Contract : Commencement - Selected Costs PA - Total				
Contract : Commencement Costs - Summary				

Logged in as user Vinitha S. Dates are in the format dd/MM/yyyy Release Calendar

Ask Alex!

Customization Tips

Users can customize the Contract Sync Status Report by:

- Applying filters to view contracts by country, state, readiness status, or termination status.
- Saving filtered views to the report if needed.
- Reviewing contracts rejected by either accounting or real estate approvers and correcting them in Real Estate Manager before re-synchronizing with LAM.
- Ensuring all readiness reviews are completed before attempting synchronization.



Note: Blank Lease Accounting Significant Status indicates the contract type does not require synchronization with the Lease Accounting Manager.

Lease and Owned Asset Portfolio Reports

The Asset Portfolio Report in Real Estate Manager helps users view and manage all properties and their related contracts in one place. It shows important details such as where each asset is located, who owns it, and the status of its lease or contract. This report is useful for tracking active and archived assets, understanding financial commitments, and planning for contract renewals or terminations.

The report includes two types of information:

- **Asset Information:** Details about each property, such as name, location, ownership, and whether it's archived.
- **Contract Information:** Details about the lease or contract linked to each asset, including start and end dates, costs, and termination status.

How to Use This Report

1. Review asset status to see which properties are active or archived.
2. Check contract dates to plan renewals or monitor upcoming expiries.
3. Track financials like annual costs and currency to manage budgets.
4. Filter by location or ownership to focus on specific regions or business units.
5. Add more fields if needed to customize the report for team needs.
6. Users can also export the report or apply filters to narrow down the data based on specific goals.

Field Definitions

Field Name	Description
Asset: Full Name	The name of the property.
Asset: Reference Number	Unique ID for the asset.
Asset Contract: Is Archived	Shows if the asset is archived.
Asset: Archived Date	Date when the asset was archived.
Asset: Address Country	Country where the asset is located.
Asset: Address State	State or region of the asset.
Asset: Address City	City where the asset is located.
Asset: Entity	Business unit or entity that owns the asset.
Asset: Ownership	Ownership type or structure.
Asset Contract: Reference Number	Unique ID for the contract.
Asset Contract: Lease Accounting Contract Type	Type of lease for accounting purposes.
Asset Contract: Lease Accounting Review Status	Status of lease accounting review.
Asset Contract: Currency	Currency used in the contract.
Asset Contract: Contractor	Name of the contractor or service provider.

Field Name	Description
Asset Contract: Contract Direction	Indicates if the contract is incoming or outgoing.
Asset Contract: Commencement Selected Costs P.A	Annual cost at the start of the contract.
Asset Contract: Commencement Selected Costs P.A Total	Total annual cost across all selected items.
Asset Contract: Commencement Date	Start date of the contract.
Asset Contract: Expiry Date	End date of the contract.
Contract: Absolute Expiry Date	Final expiry date, including any extensions.
Contract: Is Terminated	Shows if the contract has been terminated.
Contract: Effective Termination Date	Date when the termination took effect.

Real Estate Manager

Home Management Reporting Administration

Enter Search Terms

Reporting > Custom Report Generator

Leased Asset Portfolio Report

Custom Report Creator

Contract

filter by contract asset

Row Filters (2) Column Filters (0) To add filter

Column-based click to view/edit...

Column-based click to view/edit...

Contract Asset

Row Filters (2) Totals add filter

Asset Status In Operational (excluding archived)

Ownership Is Leased

add data source

Available Fields

Type a fragment to filter fields

Report Columns

Structure Sorted by Asset Full Name ascending Freeze first 1 columns

Contract Asset : Full Name Asset Full Name Align: Autofill: []

Contract Asset : Reference Asset ID Align: Autofill: []

Contract : Reference Num Contract ID Align: Autofill: []

Contract Asset : Address Country Align: Autofill: []

Contract Asset : Address City Align: Autofill: []

Contract Asset : Address State Align: Autofill: []

Contract : Archive Date

Contract : Break Clause Summary

Contract : Break Clauses - Expands

Contract : Building Area1

Contract : Commencement - All Costs P.A - Total

Contract : Commencement - Other Costs P.A - Total

Contract : Commencement - Selected Costs

Contract : Commencement - Selected Costs - Total

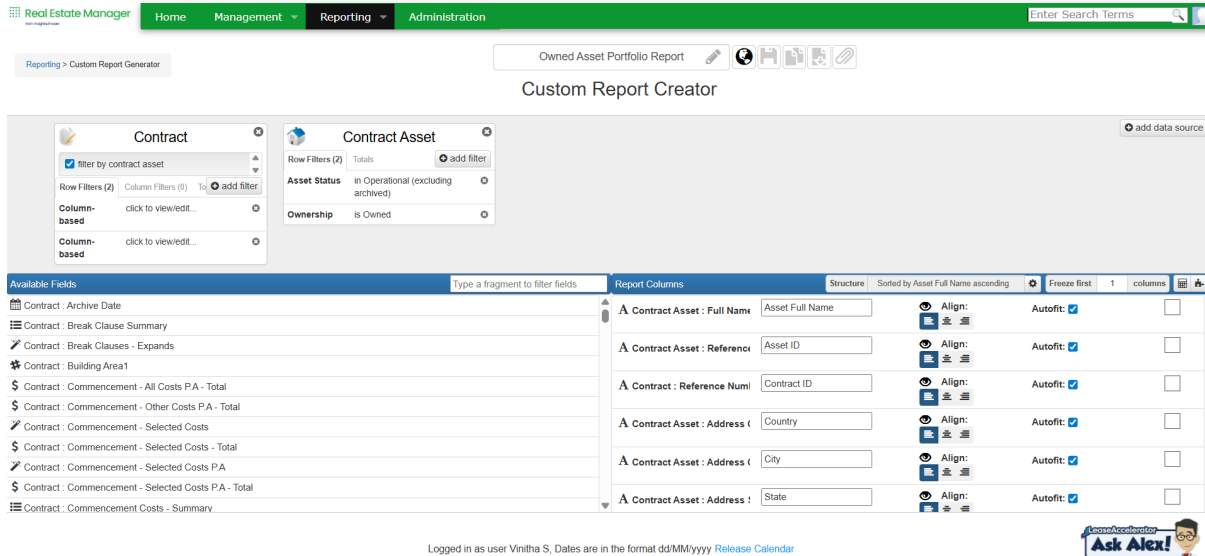
Contract : Commencement - Selected Costs P.A

Contract : Commencement - Selected Costs P.A - Total

Contract : Commencement Costs - Summary

Logged in as user Vinitha S. Dates are in the format dd/MM/yyyy [Release Calendar](#)

Ask Alex!



Best Practices

- **Reviewing the Current Portfolio:** View all active assets and their associated contracts by filtering **Asset Contract: Is Archived = No**. This helps users understand which properties are currently managed.
- **Reviewing the Cost for the Portfolio:** Analyze current financial commitments and compare properties using fields like **Commencement Selected Costs P.A** and **Commencement Selected Costs P.A Total**. Filter by currency or entity for budget planning.
- **Reviewing Contracts Expiring Soon:** Identify contracts nearing their end by sorting or filtering 'Asset Contract: Expiry Date' or 'Contract: Absolute Expiry Date' within the next 3–6 months.
- **Using Asset Status to Identify Archived Contracts:** Audit historical or inactive assets by filtering 'Asset Contract: Is Archived = Yes' and reviewing 'Archived Date'.
- **Identifying Terminated Contracts:** Track contracts that have been ended early or completed by filtering 'Contract: Is Terminated = Yes' and reviewing 'Effective Termination Date'.
- **Comparing Cost Based on Location:** Benchmark costs across regions or cities using **Address Country**, **Address State**, and **Address City** in combination with cost fields.

Document Repository Report

The Document Repository Report provides a centralized view of all documents uploaded to the system and linked to assets or contracts. It helps users identify contracts or assets missing supporting documentation, maintain a complete audit trail, and track document lifecycle events such as expiry. This report supports operational, legal, and compliance workflows by ensuring data completeness and accessibility.

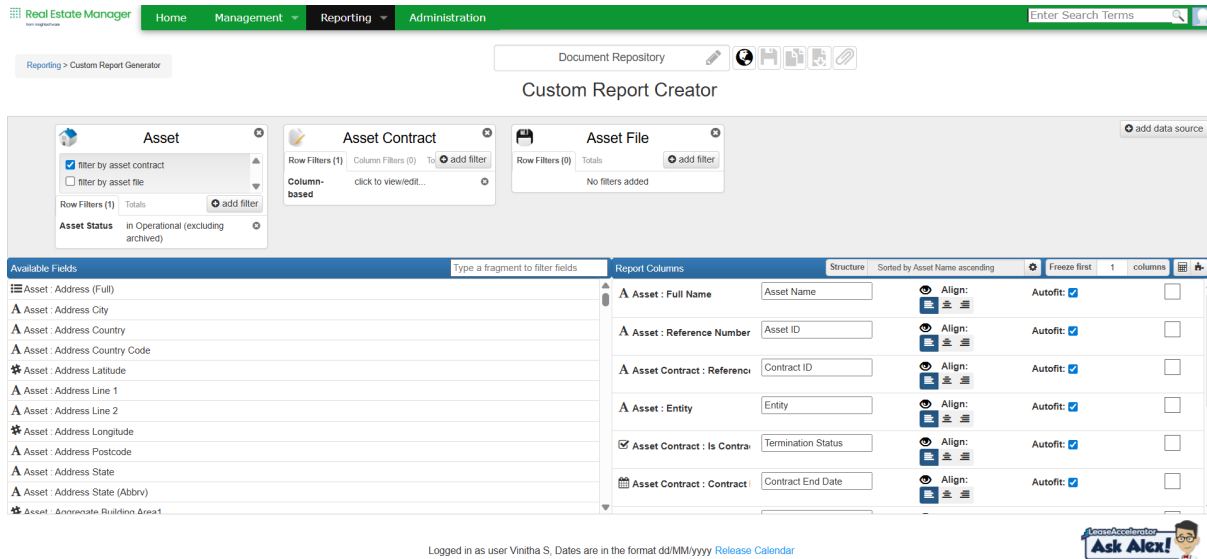
How to Use the Report

Follow these steps to access and use the Document Repository Report:

1. Navigate to the **Reports** section in Real Estate Manager.
2. Select **Document Repository Report**.
3. Apply filters to narrow down by asset name, contract number, upload date, expiry date, or content type.
4. Review the report to identify missing documents and validate contract metadata.
5. Export the report to Excel for further analysis or sharing.

Field Definitions

Field Name	Description
Asset	The name of the asset.
Asset: Reference Number	A unique identifier for the asset.
Asset Contract: Contract Number / Reference Number	The reference number for the asset contract.
Asset: Entity	The entity associated with the asset.
Asset Contract(s): Contract Comments	Comments related to the asset contract(s).
Asset Contract(s): Contract Display Date	The date when the contract is displayed.
Asset File(s): File Name	The name of the file associated with the asset.
Asset Contract(s): Content Type ID	Identifier for the type of content in the contract.
Asset File(s): Upload Date	The date when the file was uploaded.
Asset File(s): Expiry Date	The expiration date of the file associated with the asset.
Asset File(s): Extension	The file extension (e.g., .pdf, .docx).



Best Practices

- Use filters to find contracts with no associated files. These may need supporting documentation uploaded.
- Sort by expiry date to identify documents nearing expiration.
- Use Content Type ID to categorize documents (e.g., lease agreements, insurance certificates).
- Review Contract Comments for negotiation notes or special terms.
- Validate file formats using the Extension field to ensure compliance.

Contract Renewal Option Report

The Contract Renewal Option Report is designed to help lessee users and accounting teams track renewal options across lease contracts. It provides visibility into:

- Renewal option details and timelines.
- Whether options are exercised or not.
- Whether options are reasonably certain to be exercised (for accounting purposes).
- Key contract and asset metadata to support renewal planning and landlord discussions.

This report supports proactive lease management by identifying contracts that require attention from a term renewal perspective.

The report has already filtered out terminated and archived contracts to focus on active leases.

How to Use the Report

The users can perform the following:

1. Review **option start/end dates** and **exercise windows**.
2. Assess the state of each option to determine renewal likelihood.
3. Use notes to capture communication status or internal decisions.
4. Share the report with the accounting team, especially if using the Real Estate Manager–Lease Accounting Manager synchronization feature.
5. View **multiple options per contract** in one consolidated report.
6. To find Month-to-Month contracts, filter for records where the **Contract Option End Date** is blank. A blank end date indicates that the contract is continuing without a fixed renewal term, which is typical of MTM arrangements.

Field Definitions

Field Name	Description
Contract: Reference Number	Unique identifier for the contract.
Contract: Contractor	Vendor or contractor associated with the contract.
Contract: Contract Commencement Date	Start date of the contract.
Contract: Is Contract Terminated	Indicates if the contract has been terminated.
Contract: Contract Expiry Date	End date of the current exercised term.
Contract Absolute Expiry Date	Refers to the final possible end date of a contract, including all renewal options, even if those options have not yet been exercised.
Contract Option: Name	Name or label of the renewal option.
Contract Option: Start	Start date of the renewal option term.
Contract Option: End	End date of the renewal option term.
Contract Option: Exercise Start	Date from which the option can be exercised.

Field Name	Description
Contract Option: Exercise End	Last date by which the option must be exercised.
Contract Option: Term/Option State	Indicates if the option is exercised, not exercised, or reasonably certain to be exercised.
Contract Option: Term Notes	Notes field for capturing internal comments or communication status (e.g., landlord discussions).

Limitations

- There is no dedicated field to track whether the option has been formally communicated to the landlord. Use the **Term Notes** field for this purpose.
- Financial impact of exercising the option (e.g., post-renewal cost) is not available in this report.



Note: All renewal options linked to a contract are listed, allowing users to review multiple options in one view.

Best Practices

- Portfolio Planning:** Filter contracts with options expiring in the next 6 months to prepare for renewals.
- Accounting Sync:** Share contracts marked '**Reasonably Certain To Be Exercised**' with accounting for lease liability updates.

- **Landlord Follow-up:** Use '**Option Notes**' to track communication status and follow-up actions.
 - Consider using custom fields or tagging in '**Option Notes**' to track landlord communication milestones (e.g., 'Notice Sent', 'Awaiting Response').
 - Financial impact of renewal options is not included; use complementary reports for cost analysis.
 - Ensure all relevant options are reviewed, especially those marked as '**Pending**' or '**Reasonably Certain**'.

Contract Clause Report

The Clauses Report provides users with a centralized view of all clauses linked to lease contracts in Real Estate Manager. It allows users to review, manage, and track contractual clauses in one place, supporting better compliance, negotiation, and operational awareness.

How to Use the Report

1. **Renewal & Negotiation Preparation:** Identify key terms (e.g., break clauses, rent review clauses) before entering renewal discussions with landlords.
2. **Compliance Monitoring:** Ensure that critical obligations (e.g., maintenance, insurance, termination rights) are being tracked and followed.
3. **Portfolio-Wide Clause Analysis:** Compare clause types and terms across multiple contracts to identify trends, risks, or inconsistencies.
4. **Operational Planning:** Use clause data to inform property management, budgeting, and risk mitigation strategies.

Field Definitions

Field Name	Description
Contract: Reference Number	Unique identifier for the contract.
Contract: Contractor	Vendor or contractor associated with the contract.
Contract: Is Contract Terminated	Indicates whether the contract has been terminated.
Contract Clauses: Category	Classification of the clause (e.g., financial, legal, operational).
Contract Clauses: Clause	Title or name of the clause.
Contract Clauses: Original Clause Text	The original wording of the clause as written in the contract.
Contract Clauses: Interpretation	Explanation or summary of what the clause means in practical terms.
Contract Clauses: Notes	Additional notes or comments related to the clause.

Field Name	Description
Contract Clauses: Document	Reference to the document where the clause is located or attached.
Contract Clauses: Comments	User-entered comments or feedback about the clause.
Contract Clauses: Amendment Date	Date when the clause was last amended.
Contract Clauses: Amendment Clause Text	Updated wording of the clause after amendment.
Contract Clauses: Triggered On	Date or condition when the clause was triggered or became active.

The screenshot shows the 'Custom Report Creator' interface in Real Estate Manager. The top navigation bar includes 'Home', 'Management', 'Reporting', and 'Administration'. The 'Reporting' section is active, showing 'Contract Clause Report' and 'Custom Report Creator'.

The 'Contract' section on the left has a filter by 'contract clauses' and 'Row Filters (0)'. The 'Contract Clauses' section has 'Row Filters (0)' and 'Totals'.

The 'Available Fields' list includes:

- Contract : Archive Date
- Contract : Break Clause Summary
- Contract : Break Clauses - Expands
- Contract : Building Area1
- Contract : Commencement - All Costs P.A. - Total
- Contract : Commencement - Other Costs P.A. - Total
- Contract : Commencement - Selected Costs
- Contract : Commencement - Selected Costs - Total
- Contract : Commencement - Selected Costs P.A.
- Contract : Commencement - Selected Costs P.A. - Total
- Contract : Commencement Costs - Summary
- Contract : Contract Absolute Duration - Months
- Contract : Contract Absolute Duration - Text

The 'Report Columns' table shows the following configuration:

Report Column	Field	Align	Autofit	Columns
Contract : Reference Num	Reference Number	Align: [icon]	Autofit: [checked]	1
Contract : Contractor	Contractor	Align: [icon]	Autofit: [checked]	1
Contract : Is Contract Term	Is Contract Terminated	Align: [icon]	Autofit: [checked]	1
Contract Clauses : Catego	Clause Category	Align: [icon]	Autofit: [checked]	1
Contract Clauses : Clause	Clause Name	Align: [icon]	Autofit: [checked]	1
Contract Clauses : Origina	Original Clause Text	Align: [icon]	Autofit: [checked]	1
Contract Clauses : Interpn	Clause Interpretation	Align: [icon]	Autofit: [checked]	1

Logged in as user Vinitha S. Dates are in the format dd/MM/yyyy. Release Calendar. Ask Alex!

Best Practices

- Use filters to search clauses by category, amendment date, or triggered status.
- Track clause lifecycle by reviewing '**Amendment Date**' and '**Amendment Clause Text**'.
- Use '**Interpretation**' to standardize understanding across teams.
- Consider tagging high-risk clauses (e.g., indemnities, termination rights) for legal review.

Custom Reports Template Upload

The Template Upload feature in Real Estate Manager allows users to upload a custom Excel template to format the output of a custom report. This feature ensures consistent styling, layout, and branding across exported reports.

Prerequisites

Before uploading, ensure the Excel file meets the following requirements:

- The file must be a valid Excel document (.xlsx).
- It must contain a worksheet named ReportData.
- The ReportData worksheet must contain a table named ReportDataTable.
- The table must start at cell A1 and contain at least one column.

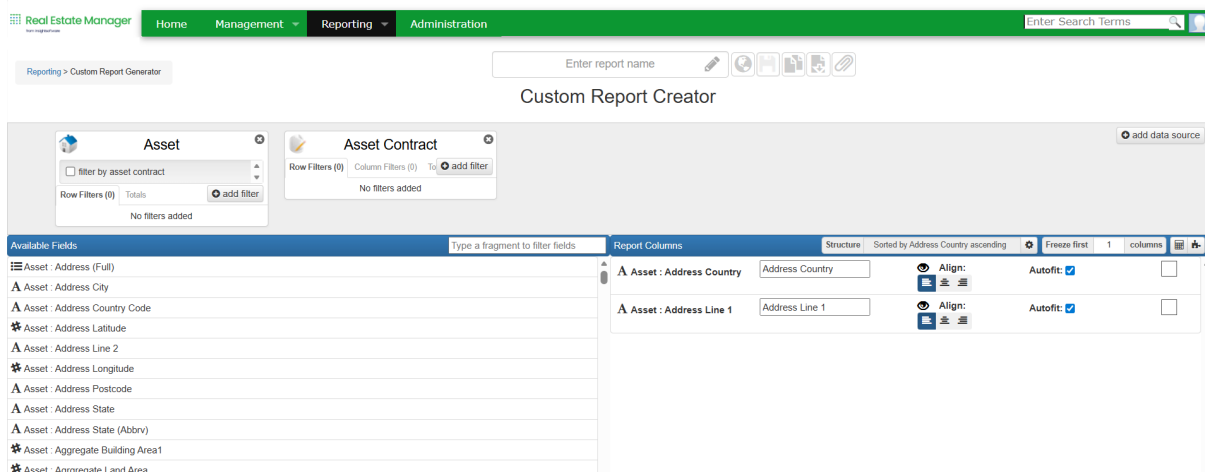
If the file does not meet these conditions, Real Estate Manager displays an error message stating:

"Invalid report template provided. The report template must be a valid Excel document with a ReportData worksheet containing a ReportDataTable table starting at cell A1 with one column."

Uploading a Template

Access the Custom Report Creator

- Navigate to the **Custom Reports** section in Real Estate Manager.
- Select or create the report for which the user wants to upload a template.



Open the Upload Dialog

- Click the **Upload Report Template Document** option.
- The system displays a dialog box with instructions and a **Browse** button.

Upload Report Template Document

Select an Excel Document to upload as a report template for this report

- Uploaded templates must contain a sheet named ReportData containing a single table named ReportDataTable.
- Uploading a report template will replace the existing report template (if present) when the report definition is saved.

 Browse ...

Accept

Cancel

Select the Excel File

- Click Browse and choose the prepared Excel template.
- Ensure the file meets the required structure described in Prerequisites section.

	A	B	C	D	E
1	Reference Number	Address City	Address Country	Contract Commencement Date	Contract Expiry Date
2	04-28-21-01	Sydney	Australia	01/01/2021	31/12/2022
3	04-29-21-01	Sydney	Australia	01/01/2021	31/12/2021
4	1_PC_1277_6_QA_P	Perth	Australia	04/10/2024	31/12/2024
5	1_PC_1277_6_QA_R	Perth	Australia	04/10/2024	31/12/2024
6	1_PC_1277_P	Perth	Australia	01/10/2024	31/12/2024
7	1_PC_1720_12_Contract	Spring Hill	Australia	01/01/2024	31/12/2024
8	1_PC_1720_6_Contract	Spring Hill	Australia	01/01/2024	31/12/2024
9	1_PC_1778_8_P	Spring Hills	Australia	01/09/2024	31/12/2024

Confirm Upload

- Click **Accept** to upload the template.
- If the file is valid, Real Estate Manager replaces any existing template for that report. If the file is invalid, Real Estate Manager displays an error message.

Upload Report Template Document

Select an Excel Document to upload as a report template for this report

- Uploaded templates must contain a sheet named ReportData containing a single table named ReportDataTable.
- Uploading a report template will replace the existing report template (if present) when the report definition is saved.

100%

Contract Review_2026011

Remove

Upload

Browse ...

Accept

Cancel

Save the Template

- Click **Save** to save the template.
- Enter the **Description** and click **Save Report**. The template is now saved and can be used for report generation.

Enter a description for the report

Description:

Save Report

Cancel

Validations and Error Handling

If the uploaded file does not meet the required structure, Real Estate Manager displays an error message. To resolve this:

1. Open the Excel file.
2. Rename the worksheet to **ReportData**.
3. Inside the **ReportData** worksheet, convert the data set into a table.
4. Create a table named **ReportDataTable** starting at cell A1.

Best Practices

- Test the template with a sample report before sharing it.
- Keep formatting clean and consistent for readability.
- Use Excel's table formatting tools to style the ReportDataTable.

Troubleshooting

- If Real Estate Manager does not accept the template, double-check the sheet and table names.
- If the report output is incorrect, ensure the table starts at cell A1 and includes all necessary columns.
- If issues persist, try uploading a basic template first and gradually add formatting.



Audit Log

The Audit Log in Real Estate Manager consolidates change tracking, enriches export options, and provides AI-powered analysis capabilities across the platform.

This guide covers the following capabilities:

- A dedicated **Audit Log** page accessible from the **Reports** section.
- Advanced filters for category, asset and contract attributes, and date ranges.
- Export options to download the Audit Log as CSV or Excel.
- AI Insights to analyze activity patterns across assets, contracts, and contacts.
- AI Insights integrated into the **Contract Audit Log** for contract-level, conversational analysis.



Note: Refer to [Managing Asset Contracts in the Asset Management Workspace](#) section for detailed information.

Dedicated Audit Log Page

Accessing the Audit Log

The dedicated **Audit Log** page centralizes all change tracking in one location. It provides a single place to monitor activity across assets, contracts, contacts and system configuration, eliminating the need to search across multiple pages.

To access the Audit Log:

1. Navigate to the **Reports** section from the main navigation.
2. Select **Audit Log** from the **Reports** menu. The **Audit Log** page loads and displays all tracked changes across the system.

Audit Log

Filters (Click to expand/collapse)

Category:

Contracts

Date From:

09-02-2026

Date To:

09-03-2026

Business Units:

All

Legal Entities:

All

Asset Status:

All

Asset Locations:

All

Asset Type:

All

Apply Filters

Clear Filters

Search audit logs

Showing 1-10 of 108 records

Download

AI Insights

	Username	Section	Action Type	Asset Name	Contract Name	Field	Old Value	New Value	Date & Time
	testuser (Test User)	Contracts	Created		asset0000024contract	MakeGood Date Of Obligation	-	01/11/2021	2026-03-05 15:48:55
	testuser (Test User)	Contracts	Created		asset0000024contract	Contract	-	Description: asset0000024contract, Reference No.: asset0000024contract1	2026-03-05 15:48:55
	testuser (Test User)	Assets	Created	AssetTest0000024		Status	-	Operational	2026-03-05 15:48:55
	testuser (Test User)	Assets	Created	AssetTest0000024		Asset	-	Name: AssetTest0000024, Reference No.: AssetTest0000024	2026-03-05 15:48:55
	testuser (Test User)	Contracts	Created		asset0000023contract	MakeGood Date Of Obligation	-	01/10/2021	2026-03-05 15:48:54
	testuser (Test User)	Contracts	Created		asset0000023contract	Contract	-	Description: asset0000023contract, Reference No.: asset0000023contract1	2026-03-05 15:48:54
	testuser (Test User)	Assets	Created	AssetTest0000023		Status	-	Operational	2026-03-05 15:48:53

What the Audit Log Displays

Each entry in the **Audit Log** provides a full picture of every change recorded in the system. The following information is visible for every record:

Column	Description
Username	The user who made the change.
Section	The area of the system affected (e.g., Assets, Contracts, Contacts, System Configuration).
Action Type	The type of change made (e.g., Created, Updated, Deleted).
Asset/ Contract	The associated asset or contract record, where applicable.
Previous Value	The value before the change was made.
Updated Value	The new value after the change was applied.



Note: Expand any row to view all changes that occurred within the same action, giving a complete picture of what was modified in a single operation and when.

Filtering the Audit Log

The **Audit Log** includes advanced filters to narrow results and focus on specific investigations. The following filter types are available:

Column	Description
Category	Filters by the area of the system (Assets, Contracts, Contacts, or System Configuration).
Asset and Contract Attributes	Filters by specific properties associated with assets or contracts.
Date Range	Restricts results to a specific time period.

Applying a combination of filters is particularly useful when investigating recent changes to a specific business unit, asset group, or contract.

Note: All applied filters also affect the data set used by AI Insights analysis. Applying filters before opening the AI Insights panel produces the most relevant analysis.

Exporting the Audit Log

Export Options

Users can **Download** the Audit Log as a CSV or Excel file using the export options on the Audit Log page. Exports respect all filters applied to the page. The downloaded file includes only the columns and rows visible on screen.

Export Limits

A configuration limit applies to exports by default. If an export is too large, applying a shorter date range or narrower filters reduces the data set before downloading.

AI Insights — Activity Analysis

AI Insights is an analysis panel that identifies activity patterns across assets, contracts, and contacts without requiring users to manually review individual records. The analysis is based entirely on the filtered data set displayed on the **Audit Log** page, so the results are always scoped to the records visible to the user.

Using the AI Insights Panel

To analyze activity patterns using AI Insights:

1. Apply relevant filters on the **Audit Log** page to scope the investigation.
2. Open the **AI Insights** panel from the **Audit Log** page.
3. Review the highlighted trends, which may include frequently changed fields, active users, and notable activity patterns.

Note: Insights are generated from the filtered data set and reflect only the records currently visible on the page. Contact changes are included and can be analyzed through the same panel.

Lineos

AI powered by insightsoftware

Doc Assist

Data Assist

Clear

Anomalies:

- Multiple identical LeaseAccounting Review state changes and repeated "saved" actions for the same contract, possibly indicating system redundancy or user re-submissions.
- Some contracts have term end dates shortened after updates, which may impact financial planning.

Insights:

Automation is heavily used for contract management, ensuring process consistency but also revealing potential inefficiencies in repeated actions. Monitoring term changes and review redundancies can optimize workflow and reduce errors.

04/15/2026, 23:02:40

Ask Lineos ...

↑

What AI Insights Highlights

The AI Insights panel surfaces patterns such as:

- Fields that are changed most frequently.
- Users with the highest volume of activity.

- Notable patterns or anomalies in the change history.
- Activity summaries across assets, contracts, and contacts.



Version Summary

Version	Changes/Updates	Date
21R4	Guide created. Reporting broken out from larger guide.	01/24/2022
23R1	Added Custom Report Fields by Data Source table.	12/28/2022
23R3	Removed all reference to Real Estate Manager. Added Data Source for Contract Leased Asset Details and relevant field names.	08/07/2023
24R1.1	Added two custom fields to table.	02/28/2024
24R2.2	Added two custom fields to table (First Lease Payment and Lease Accounting Contract Type)	07/19/2024