



Invoice Types User Guide

Real Estate Manager

Version 26.2.1



Document Information

Notices

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



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Invoice Types

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

Administration Workspace and Master Data

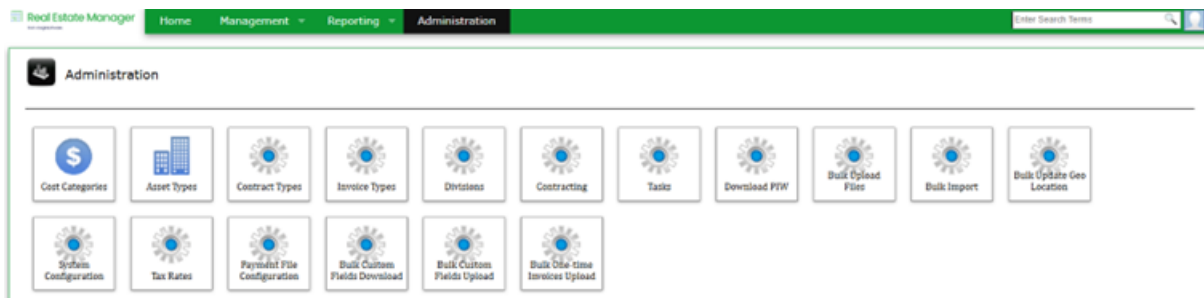
The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data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

About Master Data

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

Administration Workspace

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



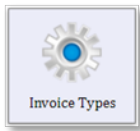
The Administration workspace tiles provide access to functions used to configure the Master Data as listed in the following table.

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

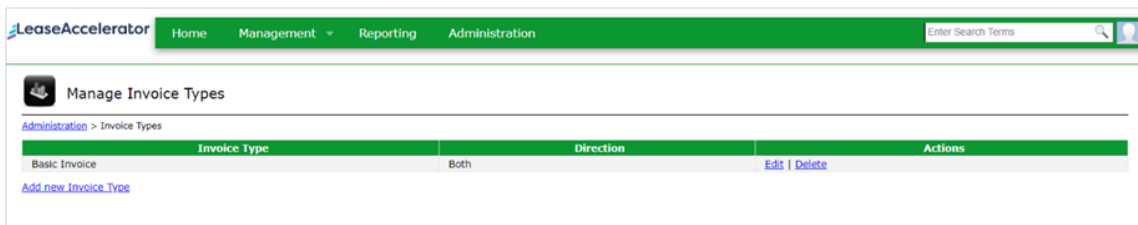
Management Tiles	Description
Contract Types	Organizes contracts or agreements into groups that have similar characteristics.
Invoice Types	Organizes invoices (either payable or receivable) into groups.
Divisions	Defines your business structure along with the associated accounting codes.
Contracting	Defines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

Adding an Invoice Type and Custom Field Groups

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



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



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

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

Invoice Type	Direction	Actions
Basic Invoice	Both	Edit Delete
Electric	Payable	Edit Delete
Sublease Rent	Receivable	Edit Delete

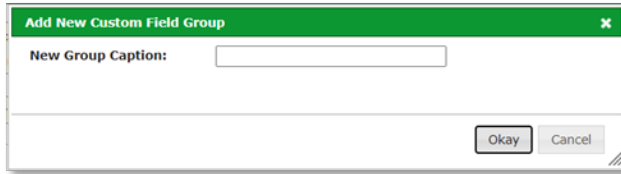
[Add new Invoice Type](#)

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

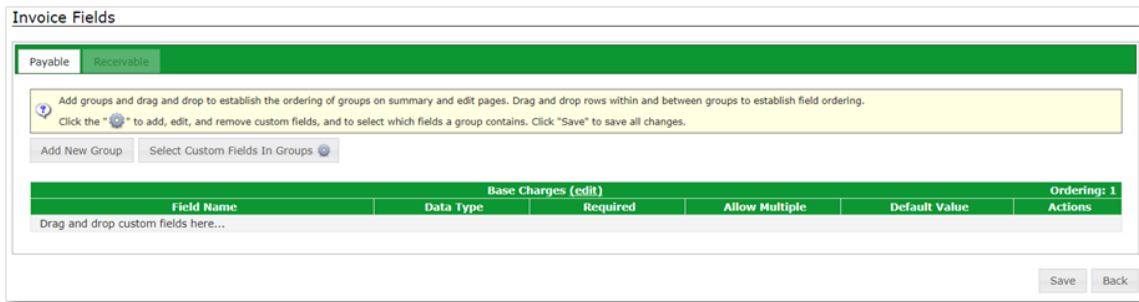
8. Custom fields are organized into Custom Field Groups. To create the first custom field Group, click the **here** link.

No custom field groups have been added for this invoice type. Click [here](#) to add one now

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



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



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

12. Click **Save**.

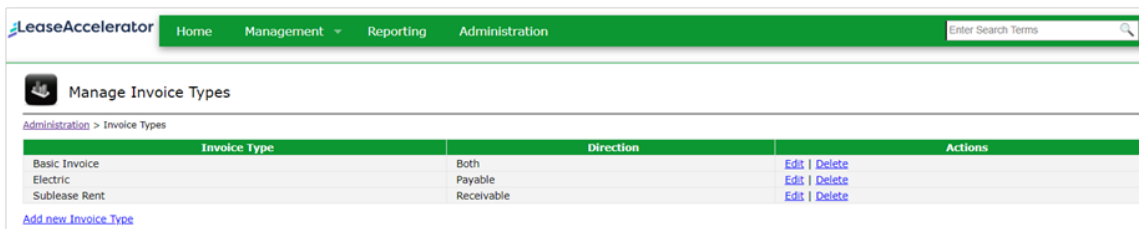
13. To create additional Custom Field Groups, click **Add New Group** and repeat steps 9-10.

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

Editing an Invoice Type

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

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



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

Administration > Invoice Types > Add/Edit Invoice Type

Name:

Invoice Type valid for: All Invoices Receivable Payable

Invoice Fields

Payable | **Receivable**

Add groups and drag and drop to establish the ordering of groups on summary and edit pages. Drag and drop rows within and between groups to establish field ordering.
Click the "+" to add, edit, and remove custom fields, and to select which fields a group contains. Click "Save" to save all changes.

Add New Group | Select Custom Fields In Groups

Base Charges (edit)						Ordering: 1
Field Name	Data Type	Required	Allow Multiple	Default Value	Actions	
Index Base Date	Date	No	No	- not set -	edit remove	
Base Index	Decimal	No	No	- not set -	edit remove	
Drag and drop custom fields here...						

Use Charges (edit)						Ordering: 2
Field Name	Data Type	Required	Allow Multiple	Default Value	Actions	

- In the Name field, edit the label for the Invoice Type.
- To change the identification of the Invoice Type as All Invoices, Payable, or Receivable, click the appropriate tab to highlight the identifier you want to use.

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

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

Deleting an Invoice Type

- From the Top NavBar, select **Administration**.
- Click the **Invoice Types** tile and the workspace opens.

LeaseAccelerator | Home | Management | Reporting | Administration

Manage Invoice Types

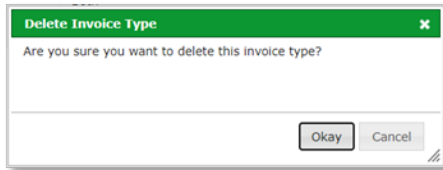
Administration > Invoice Types

Invoice Type	Direction	Actions
Basic Invoice	Both	Edit Delete
Electric	Payable	Edit Delete
Sublease Rent	Receivable	Edit Delete

[Add new Invoice Type](#)

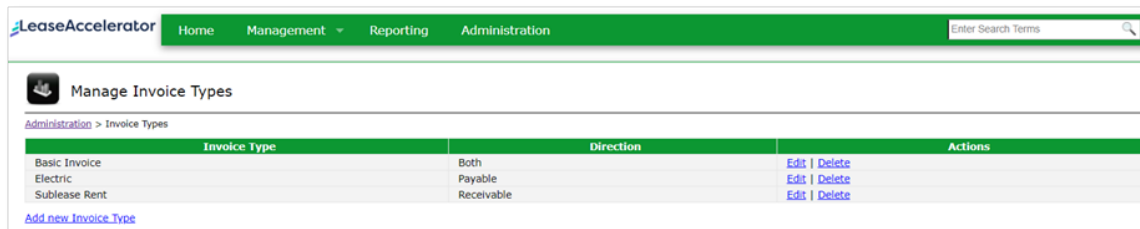
- Click the **Delete** link next to the Invoice Type you want to delete.
- Click **Okay** to delete the Invoice Type. The Invoice Type is removed from the Invoice Type

workspace.

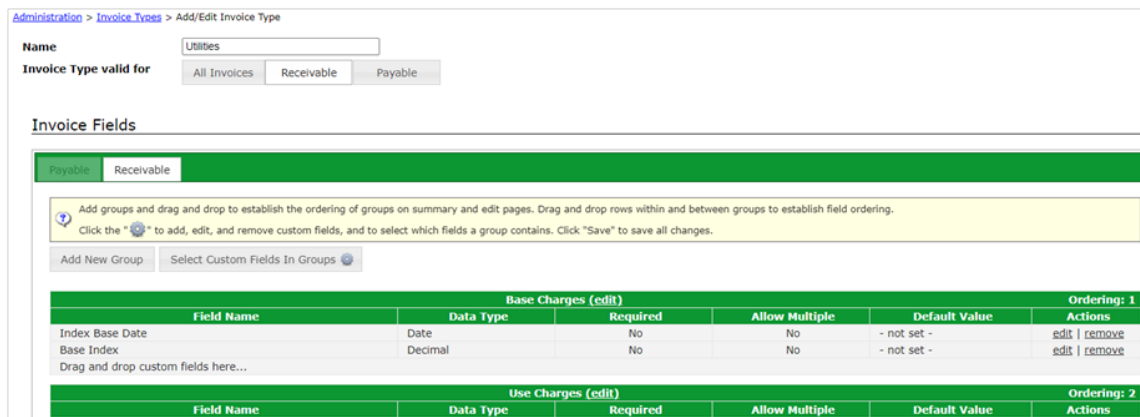


Editing a Custom Field Group

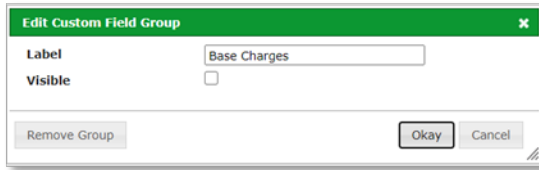
1. Click the **Invoice Types** tile and the workspace opens.



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



3. Click the appropriate tab as follows:
 - a. **Payable** – The new Contract Category is available to contracts that you pay.
 - b. **Receivable** – The new Contract Category is available to contracts for which you are paid.
4. Click the **edit** link next to the Custom Field Group you want to edit. The Edit Custom Field Group pop-up opens.

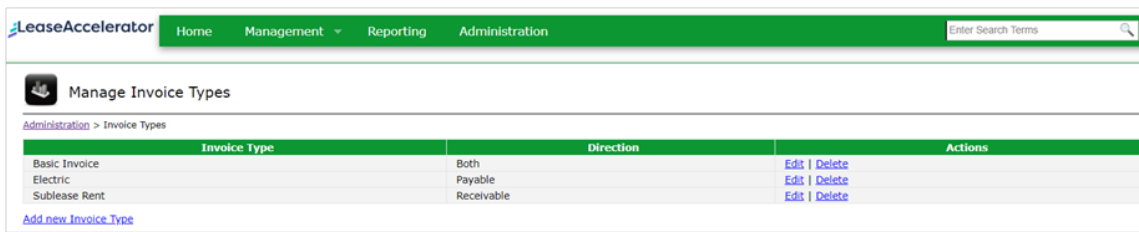


5. In the Label field, edit the name of the Custom Field Group.
6. Click the **Visible** checkbox to display the Custom Field Group on the Invoice or click the Visible checkbox to remove a checkmark to prevent display of the Custom Field Group on the Contract.
7. Click **Okay**. The Custom Field Group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

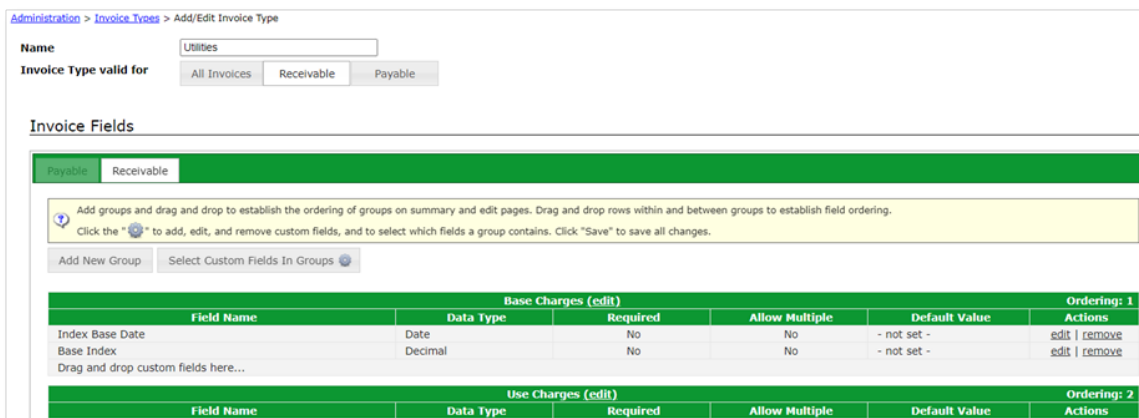
Deleting a Custom Field Group

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

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



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



4. Click the appropriate tab as follows:

- a. **Payable** – The new Contract Category is available to contracts that you pay.
 - b. **Receivable** – The new Contract Category is available to contracts for which you are paid.
5. Click the **edit** link next to the Custom Field Group you want to delete.
 6. To delete the Custom Field Group, click **Remove Group**.

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

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

Adding Custom Fields for an Invoice Type Custom Field Group

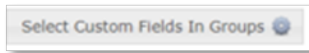
Real Estate Manager provides a set of default Custom Fields that you can associate with an Invoice Type. See Appendix: Default Custom Fields for a list of Default Custom Fields and how to configure them. You can also create Custom Fields, which is discussed in the subsequent section.

To learn more about the default custom fields available with Real Estate Manager, view Default [Custom Fields](#).

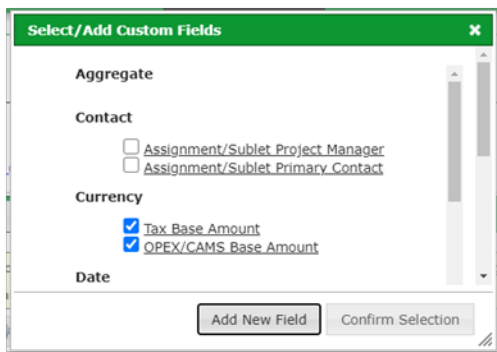
1. From the NavBar, select Administration.
2. Click the **Invoice Types** tile and the workspace opens.

Invoice Type	Direction	Actions
Basic Invoice	Both	Edit Delete
Electric	Payable	Edit Delete
Sublease Rent	Receivable	Edit Delete

3. Click the **Edit** link for the Invoice Type for which you want to add Custom Fields.
4. Click the appropriate Invoice Type valid for tab:
 - a. **Receivable** – The Invoice Type is used only for invoices for which you receive payment.
 - b. **Payable** – The Invoice Type is used only for invoices that you pay.
5. Click the **Gear** icon and the Select/Add Custom Fields pop-up opens.



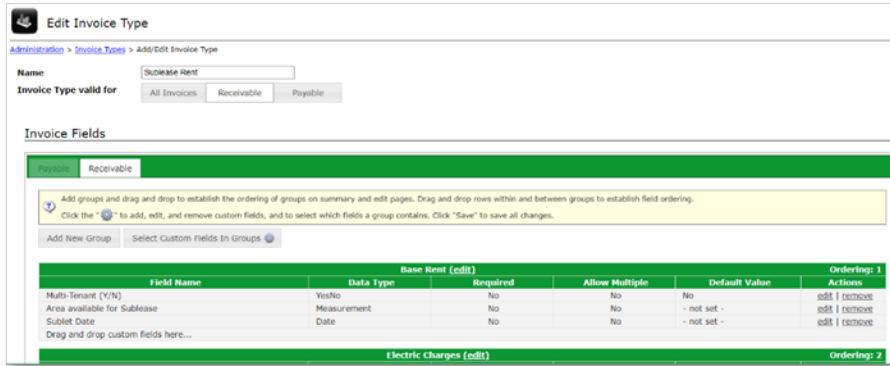
6. Click the checkbox(es) for the Custom Fields you want to add to a Custom Field Group.



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

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

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

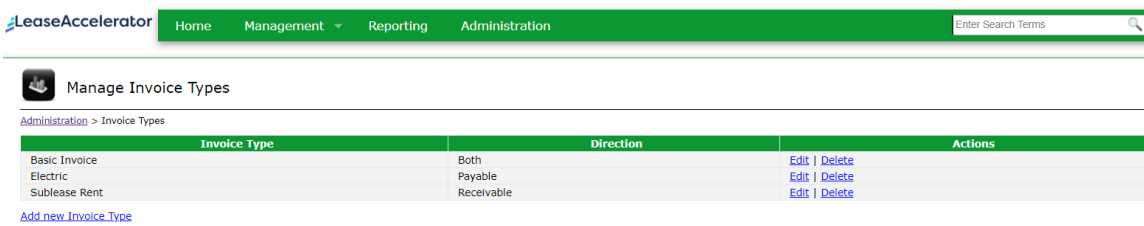


9. To move a Custom Field to another Custom Field Group, drag and drop the Custom Field to the location within the Custom Field Group.
10. To order the Custom Fields within a Custom Field Group, drag and drop a Custom Field within the Custom Field Group.
11. Click **Save** to save the Custom Fields you added to the Invoice Type.

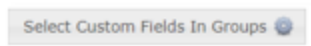
Creating Custom Fields for an Invoice Type

To learn more about the default custom fields available with Real Estate Manager, view Default [Custom Fields](#).

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



3. Click the **Edit** link next to the Invoice Type for which you want to create a new Custom Field.
4. Click the appropriate Invoice Type valid for tab:
 - a. **Receivable** – The Invoice Type is used only for invoices for which you receive payment.
 - b. **Payable** – The Invoice Type is used only for invoices that you pay.



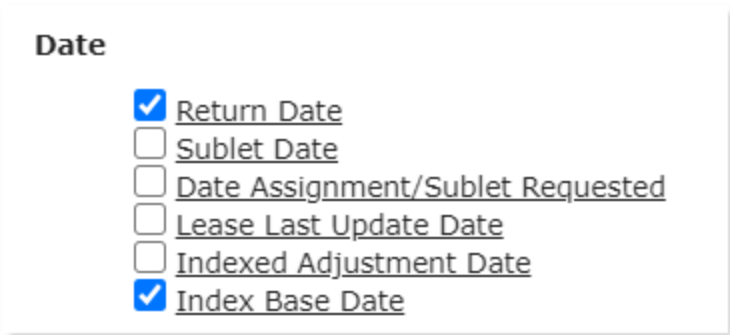
5. Click the **Gear** icon.
6. In the Select/Add Custom Fields pop-up, click **Add New Field**.

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

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

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

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

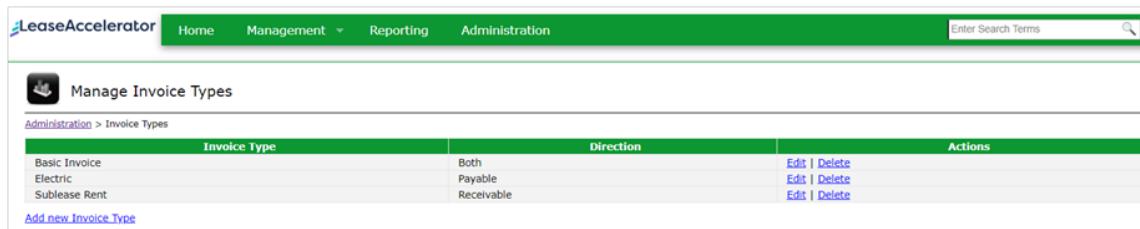


13. From the Select/Add Custom Fields pop-up, click Confirm Selection. The new Custom Field displays on the Edit Invoice Type workspace in the first Custom Field Group and can be moved to any other Custom Field Group.
14. Click **Save** to save the Custom Fields you added to the Invoice Type.

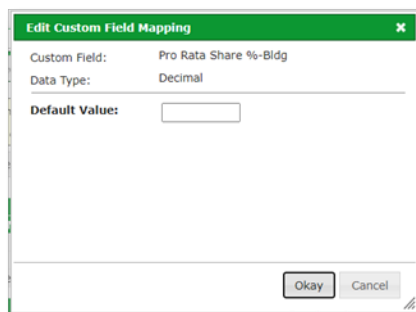
Editing a Custom Field Default Value

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

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



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



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

Deleting a Custom Field

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

LeaseAccelerator Home Management Reporting Administration

Manage Invoice Types

Administration > Invoice Types

Invoice Type	Direction	Actions
Basic Invoice	Both	Edit Delete
Electric	Payable	Edit Delete
Sublease Rent	Receivable	Edit Delete

[Add new Invoice Type](#)

3. Click the **Edit** link next to the Invoice Type for which you want to delete a Custom Field.
4. Click the appropriate tab as follows:
 - a. **Payable** – invoices that you pay
 - b. **Receivable** – invoices for which you receive payment
5. Click the **remove** link in the row for the Custom Field you want to delete.
6. Click **Save** to update the Invoice Type.

Default Custom Fields

After master data is created, Custom Fields must be associated with the data. Custom Fields define different requirements, activities, or transactions that can be associated with the data. Custom Fields are organized into Groups you create. Real Estate Manager provides a default set of Custom Fields that you can select or you can create new Custom Fields. The table below lists the default Custom Fields that may be available.

Custom Field Type	Custom Field	Description
Aggregate		A combination of multiple data points.
Contact	Assignment/ Sublet Project Manager	Name of a person or company.
Contact	Assignment/ Sublet Primary Contact	Name of a person or company for assigned or sublet lease.
Currency	Tax Base Amount	Base amount for Tax purposes.
Currency	OPEX/CAMS Base Amount	Operating Expenses (OPEX) or Common Area Maintenance (CAMS) expenses base amount.
Date	Date Assignment/Sublet Requested	Date an assignment or sublet was requested for the asset.
Date	Lease Last Update Date	Date the lease was last updated.
Date	Indexed Adjustment Date	Date any lease adjustment rates based on an index were made.
Date	Index Base Date	Date the index used to calculate adjustments was last updated.
Date	Return Date	Date asset is to be vacated.
Decimal	Percentage of area unoccupied by tenant	Percent of leased area not currently occupied.
Decimal	Pro Rata Share %-Bldg	Proportionate share, the ratio of the tenant's rentable square footage compared to the entire rentable square footage.
Decimal	Pro Rata Share %-Site	Proportionate share, the ratio of the tenant's rentable square footage compared to the entire rentable square footage of a piece of property, such as land or an entire site or group of buildings.
Decimal	Gross-up %	Refers to how a landlord calculates a tenant's pro-rata share of operating expenses when the building is not full. The landlord begins with the actual operating expenses, imputes the operating expenses that would be incurred if the building were fully occupied to determine the "grossed up" expenses, and then multiplies that "grossed up" total by the tenant's pro-rata share to determine the amount of operating costs that the tenant will pay.

Custom Field Type	Custom Field	Description
Decimal	Current Index	Currently applied interest rate that is based on a specific benchmark, such as the prime rate, with rate changes based on the movement of the benchmark.
Decimal	Previous Index	Previously used interest rate that was based on a specific benchmark, such as the prime rate, with rate changes based on the movement of the benchmark.
Decimal	Base Index	Interest rate of the benchmark effective at commencement.
Decimal	Holdover Rate	Excess amount (usually expressed as a percentage) of the rental rate to be paid when a tenant remains in possession of the leased asset after the expiration of the lease term.
Lookup	Zoning	Municipal or local laws or regulations that dictate how real property can and cannot be used in certain geographic areas.
Lookup	Exposure (N/E/S/W)	Direction the front of a building faces.
Lookup	RE Strategy	This is the process of aligning an organization's workplaces to support its business goals, while optimizing real estate performance.
Lookup	Index Type	The type of index, such as prime rate, upon which rate changes are based.
Lookup	Lease Abstracted By	Name of person who extracted the lease information.
Lookup	Lease Reviewed/Approved By	Person who reviewed or approved a lease.
Lookup	HR Site ID	Unique identifier for a Human Resources system.
Lookup	RE Status	Status of property from the Corporate Real Estate department.
Number	Floors in Building	Number of floors within the building.
Number	Floors Occupied	Number of floors in use.
Number	Year Built	Year property was constructed.
Number	Tax Base Year	Year upon which the tax assessment is based.
Number	OPEX/CAMS Base Year	Year upon which the Operating Expenses (OPEX) or Common Area Maintenance Service (CAMS) fees are based.
Number	Last Year Audited	Year of most recent audit.
Number	FTE Headcount	Number of full-time employees.
Number	FTE Capacity	Number of full-time employees for which space is available.
Text	Primary use	Describes how the property is primarily employed.
Text	Construction Type	Identifier for the type of materials used or method of construction for property.
Text	Assignment/Sublet Lease Reference	Identifier for the agreement that assigns or sublets a property.
Text	Assignment/Sublet Status	State of an assignment or sublet of a property.

Custom Field Type	Custom Field	Description
Text	RE Comments	Information about a property.
Text	Indexed Adjustment Comments	Information about changes to costs or fees based on an index rate.
Text	Lease Reference	Identifier for a rental agreement.
Text	Property tax comments	Information about taxes assessed.
Text	OPEX/CAMS comments	Information about Operating Expenses (OPEX) or Common Area Maintenance Service (CAMS) costs.
Text	Audit Restriction Comments	Information about any limitations on an audit.
Text	Deadline to dispute/audit/settle	Date before which a contested issue must be identified to all parties, investigated, or settled.
Text	Interest Bearing Comments	Information about costs or fees that may be subject to interest.
Text	Holdover Rate Comments	Information about the rate used to adjust the rental and potentially other costs when a leased space is not vacated at the end of the lease term.
Text	Method of Notice Comments	Information about notifications that pertain to the method of delivery.
YesNo	Marketing for Sublease (Y/N)	Indicates whether the Asset is being marketed as available for sublease.
YesNo	Occupied (Y/N)	Indicates whether the property is currently occupied.
YesNo	Multi-Tenant (Y/N)	Indicates whether the property is used by more than one lessee. Yes means there are multiple tenants and No indicates that it is a single tenant property.
YesNo	Fire Sprinklers (Y/N)	Indicates whether fire sprinklers are installed.
YesNo	Fire Alarm (Y/N)	Indicates whether fire alarms are installed.
YesNo	Security Alarm (Y/N)	Indicates whether a security alarm is installed.
YesNo	Security Guards (Y/N)	Indicates whether security guards are used.
YesNo	Permission Required (Y/N)	Indicates whether permission is required from Landlord for an unspecified action.
YesNo	Request Made (Y/N)	Indicates whether a request has been made to Landlord for unspecified action.
YesNo	Request for Assignment/Sublet Made (Y/N)	Indicates whether a request for assignment or sublease has been made to the Landlord.
YesNo	Lease Fully Abstracted (Y/N)	Indicates whether the lease agreement has been fully recorded in system.
YesNo	Gross-up (Y/N)	Indicates whether the OPEX/CAMS costs recorded are grossed up.

Custom Field Type	Custom Field	Description
YesNo	Restrictions on who can perform audit? (Y/N)	Indicates whether there are any limitations on who can perform an audit.
YesNo	Interest Bearing? (Y/N)	Indicates whether the agreement includes interest.
YesNo	Permission Required for Assignment/Sublet (Y/N)	Indicates whether permission to assign or sublet is needed from the Landlord, per the lease agreement.
Measurement	Measurement Field Test	Indicates the method of measurement used to assess the size of the property.
Measurement	Area available for Sublease	Total square area available for sublease.
Measurement	Building Area	Total square area of building.
Measurement	Land Area	Total square area of land.
Measurement	Unoccupied Area	Square area of building not occupied.
Measurement	Rentable Area (Gross)	Total square area available for lease.
Measurement	Useable Area (Net)	Square feet that can be occupied or used.
Regex		Advanced version of the text data type where you can specify a regular expression that the text must match.
Measurement Aggregate		Gives ability to add up all child asset measurement fields to show one value under parent asset For Unit of Measure (UOM) fields.

Configurations for Custom Fields

Most Data Field Types are configured to define ranges, values, and display options in the Field Configuration section of the Add New Custom Field pop-up. The table below lists and describes the field configuration options available.

Custom Field Data Type	Field Configuration
Aggregate	Aggregates (sums) the values in the fields you select for aggregation.
Contact	No field configuration options, which allow for free form text to be recorded.
Currency	Minimum and maximum monetary values that can be entered.
Date	Restricts dates that can be entered or selected, including allowing dates prior to the current date, dates following the current date, and a date range.
Decimal	Defines the format for data that displays as a decimal, including the minimum and maximum values and the number of decimal places.
Lookup	Drop-down list. Some may have ability to Add and Select to add to list.
Number	Defines the minimum and maximum acceptable values, a prefix such as a currency sign, and a suffix, such as US.

Custom Field Data Type	Field Configuration
Text	Defines the minimum and maximum number of characters allowed and whether or not the text wraps into multiple lines.
YesNo	Allows you to change the label that displays for binomial field data types.
Measurement	Defines the minimum and maximum values for any measured spaces and allows you to identify whether the measurement is recorded in linear area or square area.
Regex	Advanced version of the text data type where you can specify a regular expression that the text must match.
Measurement Aggregate	Aggregates (sums) measurements in fields you select for aggregation.



Version Summary

Version	Changes/Updates	Date
21R2.1	Guide created. Invoice Types broken out from larger guide.	07/29/2021
23R3	Removed all reference to Real Estate Manager.	08/07/2023

