



# Divisions User Guide

Real Estate Manager

Version 26.2.1



# 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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# Divisions

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

# Administration Master Data and Master Data

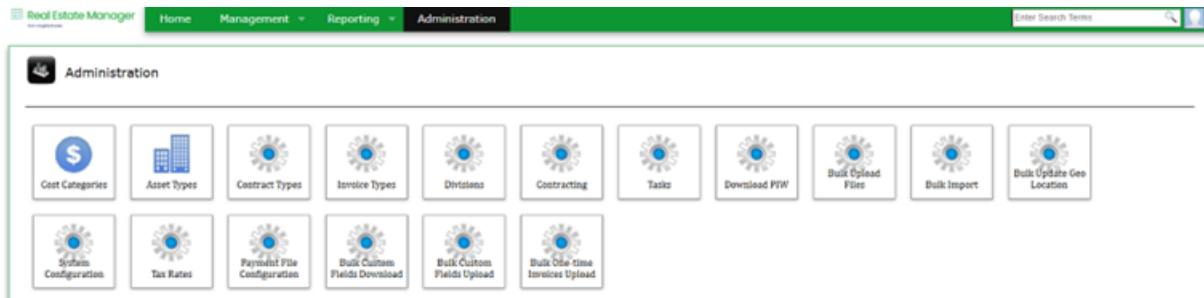
The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data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

# About Master Data

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

# Administration Workspace

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



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

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

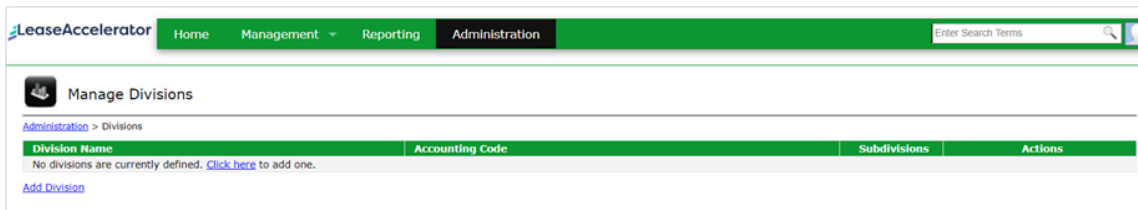
Management Tiles	Description
<b>Invoice Types</b>	Organizes invoices (either payable or receivable) into groups.
<b>Divisions</b>	Defines your business structure along with the associated accounting codes.
<b>Contracting</b>	Defines the types contractors and any related certifications.
<b>Tasks</b>	Links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

## Adding a Division and Subdivision

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



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



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

5. Enter an identifier in the Accounting Code field.
6. Click **Add**. The Division added displays in the Divisions workspace.

Division Name	Accounting Code	Subdivisions	Actions
HQ Finance - AP Cost Center 1	HQAP001	0	<a href="#">edit</a>   <a href="#">subdivisions</a>   <a href="#">delete</a>

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

**Add Subdivision** ✕

Subdivision Name:

Accounting Code:

Business Unit:

Currency:

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

## Editing a Division or Subdivision

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

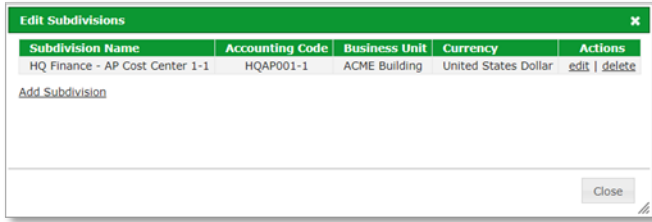
**Edit Division** ✕

Division Name:

Accounting Code:

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

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

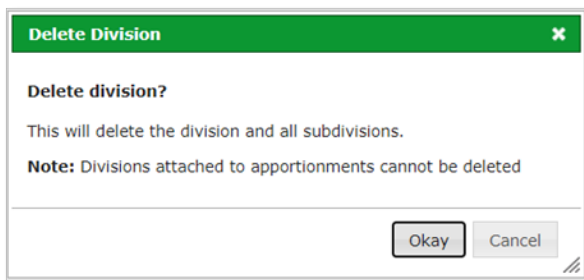


- In the pop-up, click **edit** again for the particular Subdivision you wish to edit.
- Update the data as needed and click **Save**.
- Click **Close** and the Subdivision and Division are updated.

## Deleting a Division or Subdivision

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

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




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

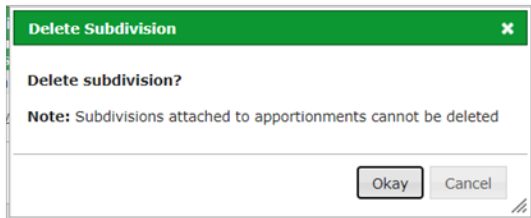
Subdivision Name	Accounting Code	Business Unit	Currency	Actions
HQ Finance - AP Cost Center 1-1	HQAP001-1	ACME Building	United States Dollar	<a href="#">edit</a>   <a href="#">delete</a>

[Add Subdivision](#)

Close

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

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



8. Click **Close**.

# Version Summary

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

