Cost Categories 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.

Contents

Cost Categories

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

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

The Administration Workspace and Master Data

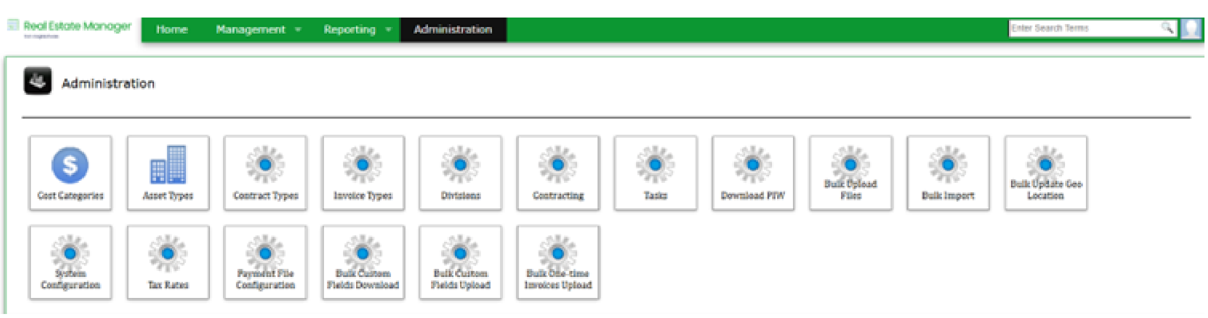
The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data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

About Master Data

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

Administration Workspace

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



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

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

Cost Category Workspace

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

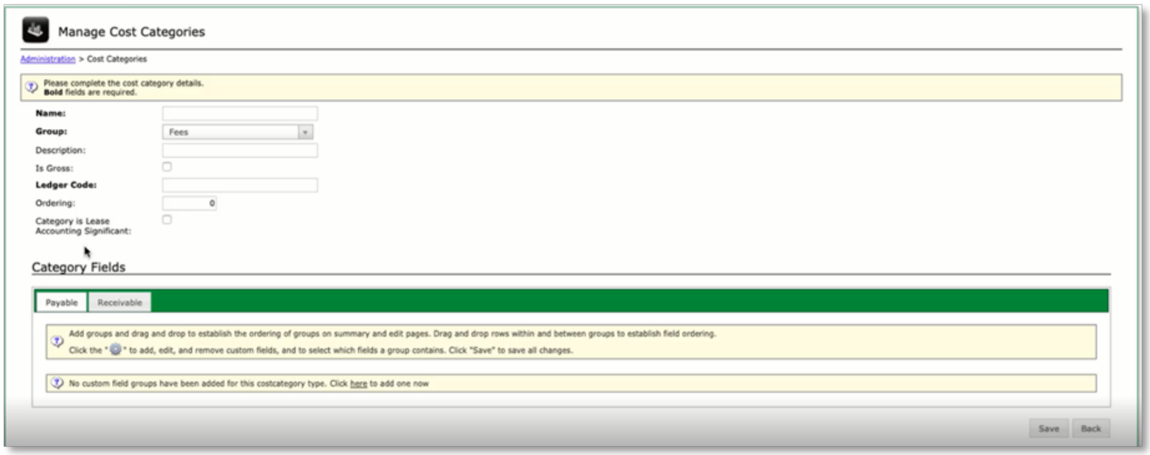
Cost Categories Tab	Description
Payable	Costs that you pay.
Receivable	Costs for which you receive payment.

Adding a Cost Category and Custom Field Group

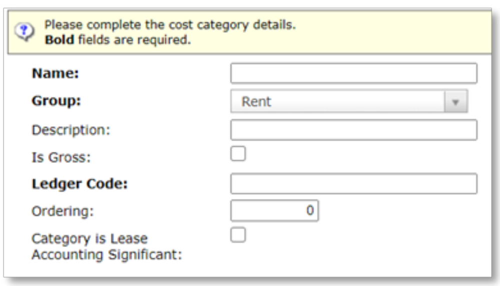
1. From the Top NavBar, select **Administration**. The Administration workspace opens.
2. Click the **Cost Categories** tile and the workspace opens.

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

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

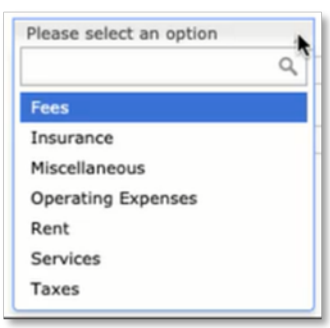


4. In the Name field, enter the name of the Cost Category you are adding.

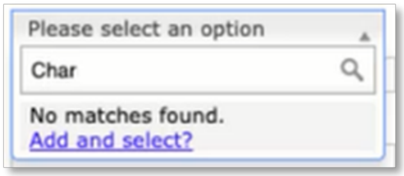


5. From the Group drop-down, select the type of Cost you are adding. Existing Groups display.

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



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



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

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

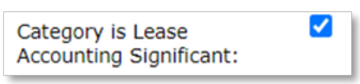
9. In the Ledger Code field, enter an accounting code or enter N/A.

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

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

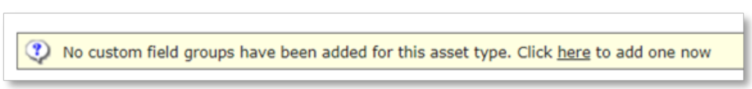
11. The Category is Lease Accounting Significant checkbox is used to indicate whether data associated with a lease is transferred to another system because it meets the accounting criteria for recording the associated asset on the balance sheet.

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

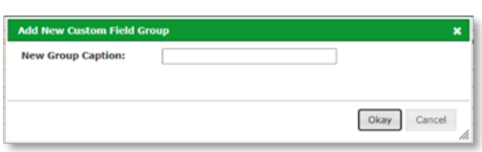


13. Custom fields are organized into Custom Field Groups.

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

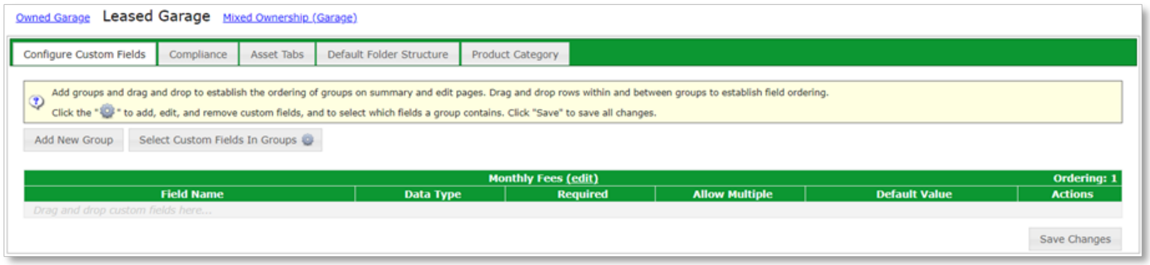


15. In the Add New Custom Field Group pop-up, enter a label for the Custom Field Group in the New Group Caption field.



16. Click **Okay**.

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



18. Click **Save Changes**.

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

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

Editing a Cost Category

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

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

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

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

4. Update any fields as necessary.

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

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

Deleting a Cost Category

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

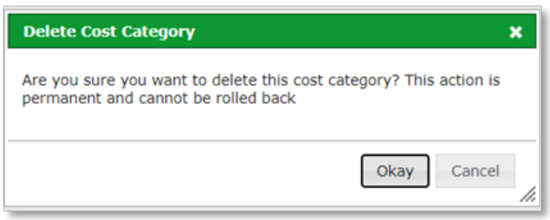
1. From the Top NavBar, select **Administration**. The Administration workspace opens.

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

Category Name	Group	Category Description	Gross/Net	Lease Accounting Significance	Ledger Code	Actions
Base Rent	Rent	Base Rent	Gross	Significant	0	Edit Delete
Insurance	Insurance	Insurance	Gross		0	Edit Delete
Management Fee	Fees	Management Fees	Gross		0	Edit Delete

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

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



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

Version Summary

Version	Changes/Updates	Date
21R2.1	Guide created. Cost Category workspace broken out from larger guide.	07/26/2021
23R3	Removed all reference of Real Estate Manager.	08/07/2023